COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Oceanside	Border	6
Inspected by:		Date:
Sergeant R. M	10/13/2009	

Page 1 of 3

INSTRUCTIONS: This document shall I number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	inspecti s docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the nex	Il in the blanks as indicated. Enter the chapte of level of command where the document actices, suggestions for statewide used if additional space is required.		
TYPE OF INSPECTION Division Level x Command Le	vel	Total hours expende inspection:	d on the	x Corrective Action Plan Included		
☐ Executive Office Level		18		Attachments Included		
Follow-up Required:	Forwa	rd to:	ALTERNATION OF STREET			
x Yes 🔲 No	Due D	ate:				
Chapter Inspection:			والمارية			
Inspector's Comments Regar	ding Ir	novative Practices				
Command Suggestions for S	tatewic	le Improvement:				
Inspector's Findings:						
The Oceanside Area CHP office two auto technicians II, they are coverage. The Area appears to maintaining their fleet as all recoverage.	e able o be u	to schedule them a sing the most effec	accordingly duri tive and econor	ng furlough days for maximum		
Several minor issues were identified during the inspection. There is no current tool inventory on file; therefore, a tool inventory needs to be conducted in accordance with HPM 31.1, Fleet Operations Manual, Chapter 6. A quarterly count of parts, tires and accessories has not been recently completed, and it the fleet supervisor's responsibility to ensure that the count has been conducted in accordance with HPM 31.1 Chapter 7. Finally, several spare tires were mounted on rims and located in the auto technicians' area, but not properly secured. A chain or cable with a lock would provide the adequate protection.						
All corrective actions will be con						
Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)						

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Oceanside	Border	650
EVALUATED BY		DATE
Sergeant R. Matthews, #10824		10/13/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED V Yes No BY	COMMANDER'S REVIEW	SCHROOPR	DATE	16/09
1. AREA ADMINISTRATION	EVALUATED Yes	ACTION REQUIRED No	CORRECTE	D
a. Is there a clear line of supervision and accountability for the Area	a's fleet management?		✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices? Area Commander	and the Field Operati	ons Officer		
b. What is the background experience of the Automotive Technicia	n (AT)? Auto Techni	cian II (Lead) Tom Carl	son has beer	n with the
Department for (15) years and Auto Technician II Camilo Taran	no for (8) years.			
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No
(4) Does the AT have good rapport with Area personnel and ver	ndors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift change?			✓ Yes	□No
(6) Does the AT periodically attend staff meetings?			✓ Yes	□No
(7) Does the AT have ideas/suggestions for improving the progr	am?		☐ Yes	✓ No
c. How much maintenance work is being done by the AT? All main	ntenance such as tires,	brakes and general min	or repairs, a	nything not
covered under warranty is conducted by auto technicians.				
(1) Is he/she qualified to perform maintenance and minor repair.	s?		✓ Yes	□No
(a) If these duties are not being performed, why not? $N/$	A			
d. What other duties or responsibilities are placed on the AT? $$	el tank monitoring, haz	:-mat disposal manifest,	maintenanc	e/repairs to
Area's parking lot and auto technicians' areas.				
2. VEHICLE USE	Yes Yes	ACTION REQUIRED No	CORRECTED)
a. How many "E" Class vehicles are assigned to the Area? (27) "E	class vehicles, (1) M	RE truck, (3) motor carr	rier vans, (2)	Area cars

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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	(1) Is there an unmarked patrol vehicle assigned for the comma	nder?		✓ Yes	□No
5:	(2) If the number of vehicles assigned is in excess of the formula	a, what justification has	been made? There a	e no vehicl	les in excess
=		of the formula.				
b	. Ar	re there procedures in place to ensure there are sufficient vehic	cles available at the begi	nning of each shift?	✓ Yes	□No
	(1)	Are officers allowed to perform minor corrections in order to	keep the vehicles on the	road?	☐ Yes	✓ No
		(a) Is there a supply of tools and minor equipment available	?		✓ Yes	□No
C	. W	hat is the justification for any vehicle kept at employees homes	after duty hours? Non	e		
d	. W	ho does the commander allow to ride in vehicles? Dispatchers	s, CHP applicants, cadet	s, allied agencies and r	nedia perso	nnel.
	(1)	Do supervisors use the CHP 428, Release and Waiver of Lia	ability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time?			✓ Yes	□No
3. S	ERV	ICE ARRANGEMENTS	Yes	ACTION REQUIRED No	CORRECTE	D
a	. W	hat vendors are being used for servicing or repairing vehicles?	Ken Grody Ford - Car	lsbad; Bob Baker Dod	ge - Carlsb	ad; BMW
	M	otorcycle of North County - Escondido.				
	(1)	Are they authorized dealers?			✓ Yes	□No
	(2)	What process was used in selecting a service vendor? The	e vendor selection proce	ss is based on the type	of mainten	ance that is
		needed; the time it takes to complete the repair; and the cost	t of the job.			
	(3)	What are the hourly rates being charged? \$75 per hour				
		(a) Are discounts given on parts?			✓ Yes	□No
	(4)	Has the command shopped for the most cost effective vendo	ors?		✓ Yes	□No
	(5)	Does the Area constantly change vendors, or work out proble long-term relationships?	ems in order to maintain	good	□Vas	□ No
	(6)	Does the AT adhere to policy in HPM 11.2, Materials Manage	ement Manual, whon mo	oking purchases?	Yes	✓ No
h		rehicle availability has been a problem, has Area experimented			✓ Yes	□ No
-		What percentage of the fleet is needed on weekends? 75			✓ Yes	□ No
	(2)		70		Yes	✓ No
		If more than one AT, are their hours/days scheduled most eff	factively?			
	(0)	(a) Is overtime needed for maximum enforcement periods?	Couvery :		✓ Yes ✓ Yes	□ No
C.	Are	e provisions adequate to ensure regular washing of vehicles?			✓ Yes	□ No □ No
-		How are interiors cleaned? The interiors of the vehicles are	cleaned by Area and a	ar wach perconnol	v res	
		The metrors of the venicles are	Toleaned by Area and Ca	m wash personner.		

FLEET MANAGEMENT

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	(2)	Is the Area's vehicle washing procedure practical and econ	omical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐ Yes	✓ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			☐Yes	✓ No
	(5)	Does the Area have a maintenance worker or janitor wash	cars?		✓ Yes	□No
	(6) Is there any other program that can be of assistance in washing cars?					✓ No
d	d. How do officers report defective equipment? Officers note the defective equipment on the "Defective Vehicle					d place a
	"B	O" tag on the appropriate unit's key hook.				
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	Supervisors, officers and	auto technicians.		
		(a) Who determines when a vehicle is safe after repair or or	hecking of defects? Dea	lerships and auto technic	cians.	-
		(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? Five years				
		(e) Is there a system in place to check vehicles for defects	after high speed pursuits	?	✓ Yes	□No
4. M	ILEA	GE MANAGEMENT	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	
a.	Doe	es Area have a system to ensure equitable mileage accumula		1.0	✓ Yes	□No
	(1)	Are vehicles run out in the same order they are received?			✓ Yes	□ No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	
		(a) If not, can adjustments be made to accomplish this?			☐ Yes	✓ No
b.	Hov	v are adjustments to mileage accomplished? Auto techni	cians rotate cars with hig	h mileage among office	rs and the	cars assigned
	to t	ne San Onofre Scale Facility.				
	(1)	Do field supervisors and officers understand their responsib	ility in vehicle assignmen	ts?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□ No
7	(3)	Does the Area have a "personalized vehicle assignment" pr	ogram?		✓ Yes	□ No
		(a) If so, how does it effect mileage averaging? This pro	gram has no affect at all	as cars are rotated accor	dingly.	
c.	How	does the Area project run outs? Cars are projected (45) d	ays prior to the mileage r	eaching 100,000 miles.		
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

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	(2) What has been the condition of vehicles returned to FOS?	Vehicles returned to	o FOS are normally in go	od condition.	
	(3	Are the right equipment options completed?	_		✓ Yes	□No
5. /	AUTO	DMOTIVE WORK AREA/EQUIPMENT	Yes	ACTION REQUIRED Yes	CORRECTED)
a	ı. İs	there adequate space and comfort in the AT office?			☐Yes	✓ No
	(1)) Is the office arranged neatly, and are all bulletins and manu	als current?		✓ Yes	□ No
	(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□ No
b	. Is	the space for working on vehicles adequate?	✓ Yes	□No		
	(1)	Is it clean and organized?			✓ Yes	□No
С	. Do	oes the AT have the supply of tools listed in HPM 31.1, Fleet C	Operations Manual, (Chapter 6?	✓ Yes	□ No
	(1)	Is there an inventory?			✓ Yes	□No
		(a) When was it last checked?			☐ Yes	☑ No
	(2)	Are the tools located where they can be easily accessed by	the AT when working	g on vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?			✓ Yes	□No
		(b) Is there security for the tools when the AT is not preser	nt?		✓ Yes	□No
		(c) Who has access to the tools?			✓ Yes	□No
d	. Do	Does the AT have the equipment necessary to perform all required tasks?				□No
	(1)	If not, has it been budgeted for and/or ordered?			✓ Yes	□No
е	. Is	the equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?			✓ Yes	□No
f.	Are	there additional tools or items of equipment needed?			✓ Yes	□No
	(1)	Could the AT be more effective if they were available?			✓ Yes	□No
	(2)	Can they and/or have they been requisitioned or requested?	?		☐ Yes	☑ No
6. T	IRES	S, PARTS AND SUPPLIES	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	2
a.	. Is t	the space provided for parts and supplies adequate?			✓ Yes	□ No
	(1)	If not, can more space be provided?			☐Yes	☑ No
	(2)	Is the space neatly and logically organized?			✓ Yes	□No
	(3)	Is there adequate security?			✓ Yes	□No
	(4)	Who has access to the parts/supplies? Management, supe	ervisors, and auto tec	chnicians.		
	(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b.	Are	e automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as	required?	✓ Yes	□No

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C.	Ar	re reasonable numbers of parts/supplies stocked?			√ Yes	□No
	(1)) Are there obsolete parts on hand?			☐ Yes	✓ No
d	. Do	oes Area stock parts/supplies purchased by the Department, a	and provide them to the	vendor for installation?	✓ Yes	□No
е	Ar	re adequate records maintained for tires, and are all tires acco	ounted for?		✓ Yes	□No
	(1)) Are tire requests properly documented and ordered through Business Services Section?	n the Purchasing Service	s Unit of	✓ Yes	□No
	(2)) Are proper guidelines in place for record keeping?			✓ Yes	□No
		(a) Are records reviewed by management?			√ Yes	□No
	(3)	Are tires properly safeguarded from theft or misuse?			☐Yes	✓ No
		(a) How are tires stored? Tires are stored on tire racks	and locked with metal b	ars; however, several spa	are tires are	e mounted on
		rims for officers to use after business hours, but they a	are not properly secured			
	(4)	Is access to the tires restricted to the AT and his/her assista	ant or backup?		✓ Yes	□No
	(5)	Does Area provide motorcycle vendors with a stock of tires	?		☐ Yes	✓ No
	(6)	Does it appear tires are being replaced prematurely?			☐Yes	✓ No
	(7)	Are adequate records maintained for used tires?			✓ Yes	□No
		(a) Is the disposition of used tires within policy?			✓ Yes	□No
f.	Hov	w are old tires/batteries disposed of? Batteries are disposed	d of at the dealerships, a	nd tires are disposed of t	hrough the	State
	со	intracting waste haulers.				
	(1)	Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospe	ective bidders?	☐Yes	✓ No
	(2)	Are either tires or batteries being traded to offset installation	n costs?		☐Yes	✓ No
	(3)	Are the provisions of any tire or battery disposal contract be	ing met?		✓ Yes	□No
g.	Are	e Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□No
	(1)	Are all containers (other that the original) containing hazard	ous materials properly m	arked?	✓ Yes	□No
h.	На	s the quarterly count of parts, tires, accessories and supplies	been conducted?		☐ Yes	✓ No
	(1)	Who conducted the count? Has not been conducted lately.				
7. FL	JEL	DISPENSING FACILITY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	
a.		rmally, is all fuel used by departmental personnel dispensed t mmand location?			✓ Yes	□No
	(1)	What procedures have been established for purchasing fuel	from service stations in	emergencies? State cr	edit cards	
		(a) Is self-service or full-service used? self-service				

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	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	o. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	√ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c.	. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	. Who fuels the vehicles? Officers, Area personnel and auto technicians.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? They keys are locked in a locker be	x located in	n the
	sergeants' office and available to sergeants and auto technicians.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Personnel use the gas log for fuel and oil vehicles?	which they	have used.
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A - it is now a closed system.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? 9/9/2009		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? once per month		
	(2) At what level is it refilled? 80%		
i.	How does the Area secure the fuel pumps when they are not in use? State locks		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

FLEET MANAGEMENT

8. S	SAFE	ETY	EVALUATED	ACTION REQUIRED	CORRECTED)
a	ı. De	oes the Area conduct an inspection of the facility twice each ye	Yes ear to detect safe	No No No	✓ Yes	□ No
===) Are the AT's work areas inspected?		,	✓ Yes	□ No
b		re there possible unsafe conditions within the AT's work areas?	>		☐ Yes	☑ No
_) Is the shop floor clean and free of any spills?			✓ Yes	□ No
	(2)				Yes	☑ No
	(3)		tyne?		✓ Yes	 □ No
	(4)		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Yes	
	(5)					✓ No
_	(6)		see available?		Yes	☑ No
		(a) Are they worn by the AT?	ses available?		✓ Yes	□ No
	(7)				✓ Yes	□ No
		Are masks available for AT's to wear when servicing brakes'	2		✓ Yes	□No
	(0)	(a) If yes, are they worn?	<i>/</i>		✓ Yes	□ No
	(0)				✓ Yes	□ No
		Are jack stands properly utilized?			✓ Yes	□No
	VVI	nat is the Area occupational safety record as it relates to fleet r	management? (Good - Area is currently mee	ting its occup	ational goals.
_	(1)	House only injuries heavy many that is the second of the s		•		
		Have any injuries been prevented with an improved safety a	wareness progra	n? ACTION REQUIRED	☐ Yes	□ No
		CLE RECORDS AND MAINTENANCE	Yes	No		
a.	Are	e fleet records logically filed?			✓ Yes	□No
	(1)	Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No
	(2)	Do files contain all required documents?			✓ Yes	□No
		(a) If documents are not in files, where are they located?	N/A			
b.	Do	the Fleet Focus (FF) documents comply with the instructions i	n HPM 31.1, Fle	et Operations Manual?	✓ Yes	□No
	(1)	Are documents legible and complete?			✓ Yes	□No
	(2)	Who reviews the FF reports? Area Commander, Field Open	rations Officer, s	upervisors and auto technici	ans.	
	(3)	How is the information used in Area's fleet administration?	This information	is used to rotate cars with h	igh mileage a	nd to
		schedule service dates.				
c.	Is th	ne CHP 424 current?			✓ Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or dupl	licate services?		Yes	☑ No

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-	(111)				
	(2) Have required services been done at the proper miles	age?		✓ Yes	□No
d	. Is the Area using the most effective and economical method	od of repairing/maintainin	g the fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost informa	ation?		✓ Yes	□No
	(3) Is work being done by vendors that should be done by	y the AT?		☐ Yes	✓ No
	(4) Are there any warranty problems?			☐ Yes	✓ No
	(a) If so, are they being resolved?			✓ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	✓ No
	(6) Does the commander or his/her designee review and/	/or approve invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the app	proval indicated on the inve	pice? The date is stamped	d on the appro	priate
	invoice.				
e.	Do invoices indicate parts are being supplied by the CHP?	?		✓ Yes	□No
-	(1) If parts are on invoices, does the vendor give a discou	unt?		✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to	the AT?		✓ Yes	□No
10.	CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED No	CORRECTED)
а.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide			☐ Yes	☑ No
	(1) Have any unauthorized modifications been made on v	/ehicles?		☐ Yes	✓ No
11.	MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	Is the Area commander involved and kept informed of mot	Yes Yes	No Is problems etc.?	✓ Yes	□No
	(1) Are the program objectives clearly understood by the c			✓ Yes	□ No
	(2) Does the Area have an up-to-date SOP relating to mo			✓ res	
b.	Are motorcycles being deployed in conformance with depa		Operations Bullotins?	✓ res	□ No
	(1) Are motorcycles being used on beats with predominar				□ No
	(2) Are motorcycles used for special duty officer transport			✓ Yes	□ No ☑ No
	(3) Are motorcycles parked at the Area office during vacat		off?	Yes	
C.	Are Fleet Operations Bulletins pertaining to motorcycles file		511:	Yes	☑ No
	(1) What system is in place to verify understanding and co			✓ Yes	□ No
	filed by the Area's motor sergeants.	- All bulletins	s are discussed at quarterly	y motor trainii	ng days and
	(2) Are Bulletins discussed with riders?				
d	What type of active safety program does the Area have?	Onortorly mater :: 1 - 1	00 vvidla na - 4 - 11 - 1	✓ Yes	□ No
۷.		Quarterly motor ride-alon	gs with motor sergeants o	r CMTOs.	

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	(1)	Is there a Defensive Rider Program?	√ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? Year to date - there has been one preventable and one non-preventable	motorcycle	e accident.
14				
		(a) How does it compare with Division and statewide rates? Below by one preventable motorcycle accide	ent.	
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop? Both		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	☑ No
	(6)	Are any repairs being done by riders?	Yes	☑ No
	(7)	Does the Area swap radios with idle units to reduce down time?	✓ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	✓ Yes	□No
g.	Is th	nere adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	Is safety compromised?	☐Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	✓ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	✓ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□ No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No
h.	Has app	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	✓ Yes	□No
	(4)	Is a battery charger available?	✓ Yes	□No

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	(5) Is there security and an accurate inventory kept?	✓ Yes	□No
i.	. What arrangements have been made for servicing and repairing motorcycles? All services and repairs for the mo	otorcycles	are
	conducted at the local dealerships.		
	(1) Is it satisfactory and cost effective?	✓ Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? By the assigned motor officers.		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
	(a) Is a supervisor's permission required?	✓ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs? Area has a motorcycle trailer.		
	(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
	(a) How often is it used? Usually twice a month.		
	(b) If one is not available, has Area budgeted for one?	☐Yes	☑ No
j.	Are vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	✓ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is service up-do-date?	✓ Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	□ Vos	□ Na
		✓ Yes	□ No
		✓ Yes	□ No
		✓ Yes	□ No
1.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	☐ No

ACTION ITEMS:

- 5. AUTOMOTIVE WORK AREA/EQUIPMENT: c.(1) (a) There is no current tool inventory on file. Therefore, Area needs to conduct a tool inventory in accordance with HPM 31.1, Fleet Operations Manual, Chapter 6, within (30) days.
- 6. TIRES, PARTS & SUPPLIES: e. (3) (a) Several spare tires are mounted on rims for officers to utilize, but they are not properly secured. A chain or cable with a lock would provide adequate protection.
- h. (1) There has not been a quarterly count of parts, tires, accessories and supplies conducted lately. The fleet supervisor is responsible to ensure that a count is properly completed in accordance with HPM 31.1, Fleet Operations Manual, Chapter 7, within (30) days.

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Otay Mesa I. F.	Border	646
EVALUATED BY	_ '	DATE
G. Brents		8/27/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Forma		rmal Evaluation	SUSPENSE DATE			
FOLLOW-UP F	REQUIRED	☐ Correction Report	commander's review	Maryly	9/3/ ₍	09
1. AREA	ADMINISTRATION		8/27/2009	None None	CORRECTED N/A)
a. Ist	here a clear line of supe	rvision and accountability for the	Area's fleet managemen	?	✓ Yes	□No
(1)	Is the Area commander	r involved and informed?			✓ Yes	□No
	(a) Does he/she monit	tor invoices?			☐ Yes	✓ No
(2)	Who is authorized to a	pprove invoices? Invoices are a	approved and processed b	by the San Diego Area.		
					=181 +:	
b. Wh	nat is the background exp	perience of the Automotive Techn	nician (AT)? N/A, Otay	Mesa I.F. does not have	an automotiv	e technician
ass	signed to the facility.					
(1)	Are sufficient instruction	ns and training provided?	$\mathcal{N}/.$	4	Yes	□ No
(2)	Is he/she a qualified me	echanic at journey person level?	/		Yes	□No
(3)	Does he/she attend tra	ning on new model vehicles?			Yes	□No
(4)	Does the AT have good	d rapport with Area personnel an	d vendors?		Yes	□No
(5)	Does the AT ensure ve	hicles are available at shift chan	ge?		Yes	□No
(6)	Does the AT periodical	y attend staff meetings?			☐ Yes	□No
(7)	Does the AT have idea	s/suggestions for improving the p	program?		Yes	□No
c. Hov	w much maintenance wo	rk is being done by the AT?				
(1)	Is he/she qualified to pe	erform maintenance and minor re	epairs?	\	☐Yes	□No
	(a) If these duties are	not being performed, why not?				
d. Wh	at other duties or respon	sibilities are placed on the AT?		1/		
2. VEHIC	LE USE		8/27/2009	None None	N/A)
a. Hov	w many "E" Class vehicle	es are assigned to the Area? (2)) One commander's vehic	le and one federally fun	ded vehicle.	

FLEET MANAGEMENT

		(Rev. 6-06) OPI 009				
	(1)	Is there an unmarked patrol vehicle assigned for the comma	ander?		✓ Yes	□No
	(2)	If the number of vehicles assigned is in excess of the formula	a, what justification has b	een made? N/A		
b.	Are	e there procedures in place to ensure there are sufficient vehic	cles available at the begin	nning of each shift?	√ Yes	□No
((1)	Are officers allowed to perform minor corrections in order to	keep the vehicles on the	road?	✓ Yes	□No
		(a) Is there a supply of tools and minor equipment available	9?		☐ Yes	✓ No
c.	Wh	nat is the justification for any vehicle kept at employees homes	after duty hours? After	hours emergency res	ponse as est	ablished l
	HF	PM 31.1.				
J.	Wh	no does the commander allow to ride in vehicles? CHP emplo	oyees, the public as deter	mined by GO 100.42.		
((1)	Do supervisors use the CHP 428, Release and Waiver of Lie	ability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time?			✓ Yes	□No
SEF	RVI	CE ARRANGEMENTS	8/27/2009	ACTION REQUIRED None	CORRECTED N/A)
a. '	Wh	nat vendors are being used for servicing or repairing vehicles?				ince of th
	fac	cility's vehicles this section will be deferred to the audit condu	acted for the San Diego A	Area.		
((1)	Are they authorized dealers?	N	1 K)	☐ Yes	□No
((2)	What process was used in selecting a service vendor?				
				1		
			-			
((3)	What are the hourly rates being charged?				
((3)	What are the hourly rates being charged? (a) Are discounts given on parts?		ovi	☐Yes	□No
	(3)		ors?	(A)	☐ Yes	□ No
((a) Are discounts given on parts? Has the command shopped for the most cost effective vended by the Area constantly change vendors, or work out problem.	——————————————————————————————————————	good	Yes	□No
((4)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vended by the Area constantly change vendors, or work out problem to the problem of	lems in order to maintain		☐ Yes	□ No
((4) (5)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors.	lems in order to maintain	king purchases?	Yes	□ No □ No
((). I	(4) (5) (6)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problem to long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Managehicle availability has been a problem, has Area experimented.	lems in order to maintain	king purchases?	☐ Yes	□ No
(((()). I	(4) (5) (6)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors, or work out problem to the Area constantly change vendors.	lems in order to maintain	king purchases?	☐ Yes ☐ Yes ☐ Yes	□ No □ No
(((((4) (5) (6)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problem to long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Managehicle availability has been a problem, has Area experimented.	lems in order to maintain	king purchases?	☐ Yes ☐ Yes ☐ Yes	□ No □ No
((() ()	(4) (5) (6) (1) (2)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problem to long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Managehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends?	lems in order to maintain gement Manual, when ma	king purchases?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No
((() ()	(4) (5) (6) (1) (2)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problem tong-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Managehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends? Are there shortages of vehicles on Mondays?	lems in order to maintain pement Manual, when maintenand with weekend maintenanterial fectively?	king purchases?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No
(((((4) (5) (6) (1) (2) (3)	(a) Are discounts given on parts? Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problem tong-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Managehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends? Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most effective vendors.	lems in order to maintain pement Manual, when maintenand with weekend maintenanterial fectively?	king purchases?	☐ Yes	No

AREA MANAGEMENT EVALUATION

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		(1.01.00)				
	(2)	Is the Area's vehicle washing procedure practical and econo	omical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			Yes	☑ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			Yes	☑ No
	(5)	Does the Area have a maintenance worker or janitor wash o	cars?		Yes	☑ No
	(6)	Is there any other program that can be of assistance in wash	hing cars?		☐ Yes	₽ No
d.	Hov	w do officers report defective equipment? Defects are repor	ted to the on-duty super	visor and logged into the	CHP 33 b	ook.
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	With the concurrence of	the supervisor a vehicle	will be pla	aced out of
		service and arrangements made with the San Diego Area au	atomotive technician for	assessment and repair.		
		(a) Who determines when a vehicle is safe after repair or c	hecking of defects? San	Diego Area automotive	technician	
		(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? San Diego Area retains the	ese files.			
		(e) Is there a system in place to check vehicles for defects	after high speed pursuits	\$?	✓ Yes	□No
4. M	ILEA	GE MANAGEMENT	8/27/2009	ACTION REQUIRED None	CORRECTED N/A)
а.	Doe	es Area have a system to ensure equitable mileage accumula	ation on all vehicles?		Yes	□No
	(1)	Are vehicles run out in the same order they are received?		N/A	☐ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at r	egular intervals?	☐ Yes	□No
		(a) If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Hov	w are adjustments to mileage accomplished?				
	(1)	Do field supervisors and officers understand their responsible	ility in vehicle assignmen	ts?	☐Yes	□No
	(2)	Does the AT understand what is required?			☐Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pro	ogram?		☐Yes	□No
		(a) If so, how does it effect mileage averaging?		\		
C.	How	v does the Area project run outs?				
				/		
	(1)	Is FOS provided 30-45 days advance notice?		/	☐ Yes	□No
				N		

FLEET MANAGEMENT

	(2) What has been the condition of vehicles returned to FOS?		NIA		
	(3) Are the right equipment options completed?		5	☐Yes	□No
5. A	AUTOMOTIVE WORK AREA/EQUIPMENT	8/27/2009	None Action Required	CORRECTED N/A	
a.	a. Is there adequate space and comfort in the AT office?		VIA	Yes	□No
	(1) Is the office arranged neatly, and are all bulletins and manua	ls current?		☐Yes	□No
	(2) Does the AT maintain a service and flat rate manual?			□Yes	□No
b.	o. Is the space for working on vehicles adequate?			☐ Yes	□No
	(1) Is it clean and organized?			Yes	□No
C.	c. Does the AT have the supply of tools listed in HPM 31.1, Fleet O	perations Manual, Chap	ter 6?	☐Yes	□No
	(1) Is there an inventory?			☐ Yes	□No
	(a) When was it last checked?			☐ Yes	□No
	(2) Are the tools located where they can be easily accessed by t	the AT when working on	vehicles?	☐ Yes	□No
	(a) Are they clean and properly maintained?		\	Yes	□No
	(b) Is there security for the tools when the AT is not present	?		☐Yes	□No
	(c) Who has access to the tools?			Yes	□No
d.	I. Does the AT have the equipment necessary to perform all require	ed tasks?		Yes	□No
	(1) If not, has it been budgeted for and/or ordered?			☐Yes	□No
e.	e. Is the equipment neat, clean and in good repair?			Yes	□No
	(1) Have replacements been planned and budgeted for?			Yes	□No
f.	. Are there additional tools or items of equipment needed?			☐Yes	□No
	(1) Could the AT be more effective if they were available?		4	☐Yes	□No
	(2) Can they and/or have they been requisitioned or requested?			☐Yes	□No
6. TI	TIRES, PARTS AND SUPPLIES	8/27/2009	None	CORRECTED N/A	
a.	. Is the space provided for parts and supplies adequate?	~/	n	Yes	□No
	(1) If not, can more space be provided?			☐Yes	□No
	(2) Is the space neatly and logically organized?			☐Yes	□No
	(3) Is there adequate security?			☐Yes	□No
	(4) Who has access to the parts/supplies?				
		1			
	(5) Are batteries stored in a dry location, off the cement floor?			Yes	□No
b.	. Are automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as req	uired?	☐Yes	□No

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AREA MANAGEMENT EVALUATION

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пР	453F (Rev. 6-06) OPI 009				
c.	Are reasonable numbers of parts/supplies stocked?	/	VIA	Yes	□No
	(1) Are there obsolete parts on hand?		/	☐Yes	☐ No
d.	Does Area stock parts/supplies purchased by the Departme	nt, and provide them to t	he endor for installation?	☐Yes	□No
e.	Are adequate records maintained for tires, and are all tires a	accounted for?		Yes	□No
	(1) Are tire requests properly documented and ordered through Business Services Section?	ough the Purchasing Ser	vices Unit of	□Yes	□No
	(2) Are proper guidelines in place for record keeping?			Yes	☐ No
	(a) Are records reviewed by management?			☐Yes	☐ No
	(3) Are tires properly safeguarded from theft or misuse?			☐Yes	□No
	(a) How are tires stored?				
	(4) Is access to the tires restricted to the AT and his/her as	sistant or backup?		Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of ti	ires?		☐ Yes	□No
	(6) Does it appear tires are being replaced prematurely?			☐Yes	□No
	(7) Are adequate records maintained for used tires?			Yes	□No
	(a) Is the disposition of used tires within policy?			☐ Yes	□No
f.	How are old tires/batteries disposed of?				
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Roto	ors (CHP 265) sent to pro	ospective bidders?	☐ Yes	☐ No
	(2) Are either tires or batteries being traded to offset installa	ation costs?		Yes	□No
	(3) Are the provisions of any tire or battery disposal contract	t being met?		Yes	☐ No
g.	Are Material Safety Data Sheets (MSDS) posted as required	1?		Yes	□No
	(1) Are all containers (other that the original) containing haz	zardous materials proper	rly marked?	☐ Yes	☐ No
h.	Has the quarterly count of parts, tires, accessories and supp	olies been conducted?		Yes	☐ No
	(1) Who conducted the count?				
		EVALUATED	ACTION REQUIRED	CORRECTE	7
F۱	JEL DISPENSING FACILITY	8/27/2009	None	N/A	=
а.	Normally, is all fuel used by departmental personnel dispens command location?	sed through the fuel facili	ity at the	Yes	⊮ No
	(1) What procedures have been established for purchasing	fuel from service station	is in emergencies? Otay l	Mesa I.F. do	es not hav
	fuel dispensing facility, and due to the physical location	n to/from the nearest CH	IP Area, officers use local	gas stations	

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(2) Is there a written policy, and is it complied with?	Yes	□No
b. Is the fuel island clean and neat?	☐ Yes	□No
(1) Does it need repair or painting?	Yes	□No
(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
(3) Is the break-away coupler installed?	☐Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	Yes	□No
(5) Is there a clean oil storage rack?	Yes	□No
(6) Is the lighting adequate?	Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐Yes	□No
(8) Have problems been reported to Facilities Section?	☐ Yes	□No
c. Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	☐ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	□Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	☐Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	☐Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐Yes	□No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	☐Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	☐Yes	□No
(2) Is it utilized by all personnel?	☐Yes	□No

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8. S	AFETY	8/27/2009	None	CORRECTED N/A	
a.	Does the Area conduct an inspection of the facility twice each	h year to detect safet	y hazards?	✓ Yes	□No
	(1) Are the AT's work areas inspected?		XIA	Yes	□No
b.	Are there possible unsafe conditions within the AT's work are	eas?		☐Yes	□No
	(1) Is the shop floor clean and free of any spills?			☐Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			Yes	□No
	(3) Are fire extinguishers charged, inspected and of the prop	oer type?		Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	□No
	(5) Are there loose items on the floor?			Yes	□No
	(6) Is the bench grinder firmly affixed, and are there safety g	glasses available?		Yes	□No
	(a) Are they worn by the AT?			Yes	□No
	(7) Is the battery charger in a safe place?			Yes	□No
	(8) Are masks available for AT's to wear when servicing bra	kes?		Yes	□No
	(a) If yes, are they worn?		/	Yes	□No
	(9) Are jack stands properly utilized?			Yes	□ No
c.	What is the Area occupational safety record as it relates to fle	eet management? ႃ	No injuries recorded.		
			/		
	(1) Have any injuries been prevented with an improved safe			Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	8/27/2009	None None	CORRECTED N/A)
а.	Are fleet records logically filed?		XIA	Yes	□No
	(1) Are they conveniently located and available to the AT an	nd supervisor?		Yes	☐ No
	(2) Do files contain all required documents?			Yes	□No
	(a) If documents are not in files, where are they located	1?	\		
b.	Do the Fleet Focus (FF) documents comply with the instruction	ons in HPM 31.1, Fle	et Operations Manual?	☐ Yes	□No
	(1) Are documents legible and complete?		\	Yes	□No
	(2) Who reviews the FF reports?				
	(3) How is the information used in Area's fleet administration	n?			
C.	Is the CHP 424 current?			☐ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or	r duplicate services?		Yes	□No

FLEET MANAGEMENT

		,				
	(2)	Have required services been done at the proper mileage?		NIA	□Yes	□No
d.	ls t	he Area using the most effective and economical method of re	pairing/maintaining the	fleet?	Yes	□No
	(1)	Are hourly rates in line with prevailing rates?			□Yes	□No
	(2)	Does the AT refer to manuals for invoice cost information?			Yes	□No
	(3)	Is work being done by vendors that should be done by the A	T?	\	☐Yes	□No
	(4)	Are there any warranty problems?			☐Yes	□No
		(a) If so, are they being resolved?			☐ Yes	□No
	(5)	Is the credit card being used in lieu of an invoice?			☐Yes	□No
	(6)	Does the commander or his/her designee review and/or appr	rove invoices?		Yes	□No
		(a) If so, is there a threshold limit, and how is the approval in	ndicated on the invoice?			
		1				
e.	Do	invoices indicate parts are being supplied by the CHP?			Yes	□No
	(1)	If parts are on invoices, does the vendor give a discount?		1	Yes	□No
f.	Are	fleet operations bulletins maintained and accessible to the AT	?	J.	Yes	□No
10.	CON	DITION OF THE FLEET	8/27/2009	None	N/A	
а.	Usi	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	here any patterns or pro	blems identified?	☐Yes	✓ No
	(1)	Have any unauthorized modifications been made on vehicles	s?		Yes	✓ No
11.	мот	ORCYCLES	8/27/2009	ACTION REQUIRED None	CORRECTED N/A	
—— а.	ls t	he Area commander involved and kept informed of motorcycle		10000000	Yes	□No
	(1)	Are the program objectives clearly understood by the comma	nder and supervisors?	XIIA	Yes	□No
	(2)	Does the Area have an up-to-date SOP relating to motorcycl	le operations?	/	Yes	□No
b.	Are	motorcycles being deployed in conformance with department	tal policy and Fleet Ope	rations Bulletins?	Yes	□No
	(1)	Are motorcycles being used on beats with predominantly hig	h speed problems?		Yes	□No
	(2)	Are motorcycles used for special duty officer transportation?			☐Yes	□No
	(3)	Are motorcycles parked at the Area office during vacations a	and extended days off?		☐ Yes	□No
C.	Аге	Fleet Operations Bulletins pertaining to motorcycles filed tog	ether?		☐Yes	□No
	(1)	What system is in place to verify understanding and complia	nce?			
	(2)	Are Bulletins discussed with riders?			☐Yes	□No
d.	Wh	at type of active safety program does the Area have?		V		

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3.11 (co. (
(1) Is there a Defensive Rider Program?	☐ Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	Yes	□No
(a) Are mandatory exercises being conducted?	☐ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	☐ Yes	□No
(2) Is the repair person proficient?	☐Yes	□No
(3) Is service available on weekends?	☐ Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
(6) Are any repairs being done by riders?	Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g. Is there adequate space to park and/or store motorcycles?	☐Yes	□No
(1) Is safety compromised?	☐Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	Yes	□No
(b) Are records of the approval on file?	Yes	□No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
(2) Is there ample supply available?	☐ Yes	□No
(3) Are spare tires available?	☐ Yes	□No
(4) Is a battery charger available?	☐ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

	(5) Is there security and an accurate inventory kept?	Yes	□No
i.	What arrangements have been made for servicing and repairing motorcycles?		
	(1) Is it satisfactory and cost effective?	Yes	□ No
	(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3) How is repair work verified?		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No
	(a) Is a supervisor's permission required?	☐ Yes	□ No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		
	(6) Does the Area have a motorcycle trailer?	Yes	□No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j.	Are vehicle files logically kept and up-to-date?	☐Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3) Is service up-do-date?	☐Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	□Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	Yes	□No
1.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

The Otay Mesa Inspection Facility (I. F.) has two vehicles (one Commander's, and one federally funded) assigned to its facility. These vehicles are serviced and maintained by the San Diego Area automotive technician. Additionally Otay Mesa I. F. is normally provided one loaner black/white patrol vehicle from the San Diego Area. However, routine maintenance, inspections, and approval of invoices are completed by the San Diego Area command. Otay Mesa I. F. does not receive invoices for repairs or services for the commander's or federally funded vehicle since San Diego Area initiates services and repairs thru their vendors.

Area Management Evaluation Fleet Management

Otay Mesa Inspection Facility (and Tecate Scales)

1. AREA ADMINISTRATION

The Otay Mesa Inspection Facility has two vehicles assigned to the command. One, the commander's vehicle and one, federally funded commercial vehicle. Additionally, the San Diego Area loans the facility one black/white enforcement vehicle for commercial enforcement. San Diego Area automotive technician performs all maintenance, repairs, and approves, processes all invoices.

2. VEHICLE USE

- c. Otay Mesa has only one vehicle (commander's vehicle) that falls under the guidelines established in HPM 31.1. The commander responds to emergency calls outside of scheduled work hours.
- d. Although Otay Mesa did not have any requests for ride-alongs from the public in 2008, they have in past years. All ride-alongs are approved as permitted by policy in G.O. 100.42.

3. SERVICE ARRANGEMENTS

- a. Since San Diego Area performs all repairs and maintenance of the facility's vehicles, this section will be deferred to the audit conducted for the San Diego Area.
- c. Otay Mesa personnel routinely wash vehicles when refueling at local gas stations for a nominal fee.

4. MILEAGE MANAGEMENT

a. Otay Mesa supervision is involved in the assignment of available vehicles. With the limited number of vehicles and the extended travel from Otay Mesa to/from Tecate scales, equity mileage accumulation is not a factor.

5. AUTOMOTIVE WORK AREA/EQUIPMENT

Not applicable.

6. TIRES, PARTS AND SUPPLIES

Not applicable.

7. FUEL DISPENSING FACILITY

Not applicable.

8. SAFETY

Not applicable.

9. VEHICLE RECORD AND MAINTENANCE

Not applicable.

10. CONDITION OF FLEET

Not applicable.

11. MOTORCYCLES

Not applicable.

ge_

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Pa	ge	1	of	2

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or number. Under "Forward to:" enter the nent shall be utilized to document innovative pation plans. A CHP 51 Memorandum may be	practices, suggestions for statewide
TYPE OF INSPECTION ☐ Division Level ☐ Command L ☐ Executive Office Level	.evel	Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes			
Chapter Inspection: Inspector's Comments Regar N/A	ding Ir	nnovative Practices:	
Command Suggestions for S N/A	tatewi	de Improvement:	
Inspector's Findings: N/A			
	Concu	ır or □ Do Not Concur (Do Not Cor	ncur shall document basis for response)
N/A			
Inspector's Comments: Shall etc.)	address	non concurrence by commander (e.g.,	findings revised, findings unchanged,

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 2

Command: Otay Mesa I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
G. Brents		08/27/2009

Required Action	
Corrective Action Plan/Timeline	

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	8/27/09
G. Brents	INSPECTOR'S SIGNATURE	DATE 09/09/09
☐ Reviewer discussed this report with employee☐ Concur☐ Do not concur	REVIEWER'S SIGNATURE	DATE /29/09

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

P	age	1	of	3

Command:	Division:	Chapter:
El Centro	Border	6
Inspected by:		Date:08/18/2009
Sergeant Billy King, #13098		

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, cor	Inspection docume	on number. Under "Forward to:" nt shall be utilized to document	" enter the next t innovative pra	ctices, suggestions for statewide
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection: 4 hrs.	he	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ☑ No	Forward Due D			
Chapter Inspection: Inspector's Comments Regard	ding Ir	novative Practices:		
None. Command Suggestions for St	atewid	e Improvement:		
None.				
Inspector's Findings:				
The inspection results determing command needs to follow up on the pump and attaches the insp	n the i	nspection of the fuel pu	mp and ins	Departmental policy. The ure the proper agency calibrates
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)				
None.				

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Division:	Chapter:	
Border	6	
Inspected by:		
Sergeant Billy King, #13098		
	Border	

The AT appears to be genuinely concerned with the area day to day fleet operations. He is very proactive with the program and displays a positive attitude and strong work ethic.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command: El Centro	Division: Border	Chapter:
Inspected by: Sergeant Bill	y King, #13098	Date:08/18/2009

Required Action	CONTRACTOR OF STREET	
Corrective Action Plan/Timeline		
Corrective / tottoff / fattly fillifeline		

None.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	Dar /	18-18-09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S, SIGNATURE	DATE
	INSPECTOR SISTEMATION AND ADMINISTRATION AND ADMINI	8-18-9
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	1	10/10
Concur Do not concur		106/09

'DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
El Centro (626)	Border	CHAP 6
EVALUATED BY		DATE
Sgt. Billy J. King, #13098		08/18/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Correction Report Yes No 1. AREA ADMINISTRATION a. Is there a clear line of supervision and accountability for the Area's fleet management? (1) Is the Area commander involved and informed? (a) Does he/she monitor involces? (2) Who is authorized to approve involces? Supervision and management. b. What is the background experience of the Automotive Technician (AT)? Trained by Department, I1 years experience of the Automotive Technician (AT)? Trained by Department, I1 years experience of the Automotive Technician (AT)? Trained by Department, I1 years experience of the Automotive Technician (AT)? Trained by Department, I1 years experience of the Automotive Technician (AT)? Trained by Department, I1 years experience of the Automotive Technician (AT)? Trained by Department, I1 years experience of the Automotive Technician (AT)? Trained by Department, I1 years experience of the Area supervision and management. (1) Are sufficient instructions and training provided? (2) Is he/she a qualified mechanic at journey person level? (3) Does he/she attend training on new model vehicles? (4) Does the AT have good rapport with Area personnel and vendors? (5) Does the AT ensure vehicles are available at shift change? (6) Does the AT periodically attend staff meetings? (7) Does the AT have ideas/suggestions for improving the program? c. How much maintenance work is being done by the AT? All maintenance work except warranty repairs. (1) Is he/she qualified to perform maintenance and minor repairs? (a) If these duties are not being performed, why not?		
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(1) Is he/she qualified to perform maintenance and minor repairs? (a) If these duties are not being performed, why not? d. What other duties or responsibilities are placed on the AT? Minor repairs to facility & parking lot area.	☐ Yes	✓ No
d. What other duties or responsibilities are placed on the AT? Minor repairs to facility & parking lot area.		41.4
d. What other duties or responsibilities are placed on the AT? Minor repairs to facility & parking lot area.	✓ Yes	□No
EVALUATED ACTION REQUIRED		
EVALUATED ACTION REQUIRED		
VEHICLETICE	CORRECTE	D.
2. VEHICLE USE Yes No a. How many "E" Class vehicles are assigned to the Area? 19		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the	e commander?		√ Yes	□ No
	(2) If the number of vehicles assigned is in excess of t	he formula, what justificatio	on has been made? N/A		
b.	Are there procedures in place to ensure there are suffic	ient vehicles available at th	ne beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in	order to keep the vehicles	on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment	available?		✓ Yes	□No
C.	What is the justification for any vehicle kept at employed	es homes after duty hours?	All vehicles are kept at the	e area.	
d.	Who does the commander allow to ride in vehicles? C	HP and applicant ride a lon	ngs, others on an individual b	asis w/appro	oval.
	(1) Do supervisors use the CHP 428, Release and Wa	iver of Liability?		✓ Yes	□ No
	(a) Is the CHP 428 kept for the appropriate period		Trescension Advantage	✓ Yes	□No
SE	ERVICE ARRANGEMENTS	Yes	No No	CORRECTED)
а.	What vendors are being used for servicing or repairing	vehicles? El Centro Moto	rs, Lee Tire, J&M Auto Bod	y, and Oros	co's Auto
	Body.				
_					
	(1) Are they authorized dealers?			✓ Yes	□No
	(1) Are they authorized dealers?(2) What process was used in selecting a service vend	or? Already in place prio	or to assignment of AT.	✓ Yes	□No
		or? Already in place prio	or to assignment of AT.	✓ Yes	□No
			or to assignment of AT.	✓ Yes	□ No
	(2) What process was used in selecting a service vend		or to assignment of AT.	✓ Yes	□ No
	(2) What process was used in selecting a service vend(3) What are the hourly rates being charged? \$44.00 to	o \$76.00.	or to assignment of AT.		
	(2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts?	o \$76.00. ive vendors?		✓ Yes	□No
	 (2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect 	o \$76.00. ive vendors?		✓ Yes	□No
	 (2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work 	o \$76.00. ive vendors? out problems in order to ma	aintain good	✓ Yes ✓ Yes	□ No □ No
b.	 (2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work long-term relationships? 	o \$76.00. ive vendors? out problems in order to ma	aintain good nen making purchases?	✓ Yes ✓ Yes	□ No □ No □ No
b.	 (2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Material 	ive vendors? out problems in order to mails Management Manual, wherimented with weekend mails	aintain good nen making purchases? aintenance?	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No □ No
b.	 (2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expenses 	ive vendors? out problems in order to mails Management Manual, wherimented with weekend mails	aintain good nen making purchases? aintenance?	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No □ No
b.	 (2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expenditure. (1) What percentage of the fleet is needed on weekend 	ive vendors? out problems in order to mails Management Manual, wherimented with weekend mails? Normally 60% unless N	aintain good nen making purchases? aintenance?	✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
b.	 (2) What process was used in selecting a service vend (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expenditure. (1) What percentage of the fleet is needed on weekend (2) Are there shortages of vehicles on Mondays? 	ive vendors? out problems in order to mails Management Manual, wherimented with weekend mails? Normally 60% unless Manual is most effectively?	aintain good nen making purchases? aintenance?	✓ Yes ✓ Yes	□ No
	 (2) What process was used in selecting a service vendom (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expenditure (1) What percentage of the fleet is needed on weekendom (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled 	ive vendors? out problems in order to mails Management Manual, wherimented with weekend mails? Normally 60% unless Manual most effectively?	aintain good nen making purchases? aintenance?	✓ Yes ✓ Yes	No
C.	 (2) What process was used in selecting a service vendom (3) What are the hourly rates being charged? \$44.00 to (a) Are discounts given on parts? (4) Has the command shopped for the most cost effect (5) Does the Area constantly change vendors, or work long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expect (1) What percentage of the fleet is needed on weekend (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled (a) Is overtime needed for maximum enforcement 	o \$76.00. ive vendors? out problems in order to mails Management Manual, wherimented with weekend mails? Normally 60% unless Manual of most effectively? periods?	aintain good nen making purchases? aintenance? MEP period.	✓ Yes ✓ Yes	No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)) Is	the Area's vehicle washing procedure practical and econo	mical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3)) Is	there more than one car wash facility available?			✓ Yes	□No
	(4)) Ar	e vehicles being excessively washed or detailed?			☐ Yes	☑ No
	(5)) Do	es the Area have a maintenance worker or janitor wash c	ars?		☐ Yes	☑ No
	(6) Is there any other program that can be of assistance in washing cars?					☐ Yes	☑ No
	d. Ho	ow do	o officers report defective equipment? Officers are requi	ired to use the Defective	Vehicle Report form w	hich is pro	vided by the
	A'	Т. Т	he report provides all pertinent information to AT, to incl	ude whether the vehicle	is out of service or OK	for limited	l use.
	(1)) Wł	no is authorized to declare a vehicle unsafe for patrol?	AT, Officers, Supervisio	n and Management.		
		(a)	Who determines when a vehicle is safe after repair or cl	hecking of defects? AT.			
		(b)	Does he/she sign off the report form and indicate what h	nas been done?		✓ Yes	□No
		(c)	Is this system effective?			✓ Yes	□No
		(d)	How long are records kept? 3 years.				
-		(e)	Is there a system in place to check vehicles for defects a	after high speed pursuits	5?	✓ Yes	□No
4. N	/ILE	AGE	MANAGEMENT	EVALUATED Yes	ACTION REQUIRED	CORRECTED	b
a	ı. Do	es A	rea have a system to ensure equitable mileage accumula		120-2	✓ Yes	□No
	(1)	Are	e vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	ls t	here an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			✓ Yes	□No
b	. Ho	w are	e adjustments to mileage accomplished? AT does a dail	y mileage report and se	rvice check using a self	generated	form.
	(1)	Do	field supervisors and officers understand their responsibil	lity in vehicle assignmen	ts?	✓ Yes	□No
	(2)	Doe	es the AT understand what is required?			✓ Yes	□No
	(3)	Doe	es the Area have a "personalized vehicle assignment" pro	gram?		✓ Yes	□No
		(a)	If so, how does it effect mileage averaging? Mileage is	s still monitored on a da	ily basis and adjustment	s are made	e if vehicle is
			low on miles. This will be brought to the attention of S	Supervision and Manage	ment.		
c.	. Ho	w do	es the Area project run outs? Daily mileage report.				
	(1)	Is F	OS provided 30-45 days advance notice?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles return	ned to FOS?	Good, no compla	nints from FOS.		
(3) Are the right equipment options completed?				✓ Yes	□No
AUTOMOTIVE WORK AREA/EQUIPMENT	-1-1-1	Yes	No No	CORRECTED	
a. Is there adequate space and comfort in the AT office	ce?			✓ Yes	□No
(1) Is the office arranged neatly, and are all bulleti	ins and manua	als current?		✓ Yes	□No
(2) Does the AT maintain a service and flat rate m	nanual?			✓ Yes	□No
b. Is the space for working on vehicles adequate?				✓ Yes	□No
(1) Is it clean and organized?				✓ Yes	□ No
c. Does the AT have the supply of tools listed in HPM	131.1, Fleet O	perations Manua	l, Chapter 6?	✓ Yes	□No
(1) Is there an inventory?				✓ Yes	□No
(a) When was it last checked?				✓ Yes	□No
(2) Are the tools located where they can be easily	accessed by	the AT when wor	king on vehicles?	✓ Yes	□No
(a) Are they clean and properly maintained?				✓ Yes	□No
(b) Is there security for the tools when the AT	is not present	t?		✓ Yes	□No
(c) Who has access to the tools?				✓ Yes	□No
d. Does the AT have the equipment necessary to perf	form all require	ed tasks?		✓ Yes	□No
(1) If not, has it been budgeted for and/or ordered	?			☐ Yes	✓ No
e. Is the equipment neat, clean and in good repair?				✓ Yes	□No
(1) Have replacements been planned and budgete	ed for?			✓ Yes	□No
f. Are there additional tools or items of equipment nee	eded?			☐ Yes	✓ No
(1) Could the AT be more effective if they were av	ailable?			☐ Yes	☑ No
(2) Can they and/or have they been requisitioned	or requested?			☐ Yes	✓ No
TIRES, PARTS AND SUPPLIES		Yes Yes	ACTION REQUIRED No	CORRECTED	0.5
a. Is the space provided for parts and supplies adequa	ate?	1,-2-22	1.000	✓ Yes	□No
(1) If not, can more space be provided?				☐ Yes	✓ No
(2) Is the space neatly and logically organized?				✓ Yes	□No
(3) Is there adequate security?				✓ Yes	□No
(4) Who has access to the parts/supplies? AT, n	naintenance w	vorker, Supervisio	on and Management.		
(5) Are batteries stored in a dry location, off the ce	ment floor?			✓ Yes	□No
b. Are automotive parts and supplies inventoried and i	maintained in	Fleet Focus (FF)	as required?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-	c. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	☐ Yes	☑ No
C	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for install	ation?	□No
6	e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□ No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? New tires are stored and locked in a metal shed. Used tires are labele	d by size and are st	ored in a
	locked metal shed.		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	☐ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	✓ No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	☑ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□ No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? Old Batteries are used as core's when new one's purchased and	d used tires are solo	d to the
	highest bidder.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g	g. Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	n. Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Sgt. Brollini, #9773 on 08-06-09.		
, ,	EVALUATED ACTION REQUIRED	CORRECTED	
r: F	Yes Yes		
a.	command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Area has CFN gas	card along
	with the Voyager card in all vehicle 33 books.		
	(a) Is self-service or full-service used? Self Service.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

-			
	(2) Is there a written policy, and is it complied with?	☐ Yes	✓ No
k	o. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	✓ Yes	□No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	✓ No
С	ls there an adequate amount of supplies available to officers?	✓ Yes	□ No
d	l. Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
е	. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□ No
	(2) Who has access to the keys to lock the meters and the storage tank? AT and maintenance worker.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Daily fuel log.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Unable to determine exact amount,	the Veeder	Root
	machine is inop. DGS is aware and working on getting it repaired. If discrepancies found brought to Supe	rvision's at	tention.
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? No label on pump, AT will have to get with City of	or County o	of Imperial to
	arrange for inspection.		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Approximately every two weeks.		
	(2) At what level is it refilled? 4000 gallons.		
i.	How does the Area secure the fuel pumps when they are not in use? Pad locks, with key on every vehicle key rin	ıg	
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SA	FETY	EVALUATED Yes	ACTION REQUIRED	CORRECTE	D
а.	a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?				
	(1) Are the AT's work areas inspected?			✓ Yes	□No
b.	Are there possible unsafe conditions within the AT's work areas?	>		☐ Yes	☑ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
-	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
1	(3) Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
((5) Are there loose items on the floor?			☐ Yes	✓ No
((6) Is the bench grinder firmly affixed, and are there safety glass	ses available?		✓ Yes	□No
	(a) Are they worn by the AT?			✓ Yes	□No
((7) Is the battery charger in a safe place?			✓ Yes	□No
(8) Are masks available for AT's to wear when servicing brakes?	?		✓ Yes	□No
	(a) If yes, are they worn?			✓ Yes	□No
(9) Are jack stands properly utilized?			✓ Yes	□No
c. \	Nhat is the Area occupational safety record as it relates to fleet r	management? E	xcellent, area goals have been	en met.	
(Have any injuries been prevented with an improved safety at			☐ Yes	□No
9. VEI	HICLE RECORDS AND MAINTENANCE	Yes	No REQUIRED	CORRECTED)
a. <i>A</i>	Are fleet records logically filed?			✓ Yes	□No
(1) Are they conveniently located and available to the AT and su	ipervisor?		✓ Yes	□No
(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located?	n wooden book c	ase.		
		·			
b. [Do the Fleet Focus (FF) documents comply with the instructions	n HPM 31.1, Flee	et Operations Manual?	✓ Yes	□No
('	Are documents legible and complete?			✓ Yes	□No
(2	2) Who reviews the FF reports? Monthly reports are reviewed	by AT, fleet supe	rvisor and management.		
: (3	B) How is the information used in Area's fleet administration?	THE FMIS report	assists the Area in managin	g the fleet ef	fectively and
	economicalliy.				
c. Is	s the CHP 424 current?			✓ Yes	□No
(1	1) Does the CHP 424 reveal any unusual repair patterns or dup	licate services?		☐ Yes	✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Have required services been done at the proper mileage?	?		✓ Yes	□No
d. Is the Area using the most effective and economical method of	of repairing/maintaining th	ne fleet?	☐ Yes	□No
(1) Are hourly rates in line with prevailing rates?	✓ Yes	□No		
(2) Does the AT refer to manuals for invoice cost information	✓ Yes	□No		
(3) Is work being done by vendors that should be done by the	☐ Yes	✓ No		
(4) Are there any warranty problems?			☐ Yes	☑ No
(a) If so, are they being resolved?			✓ Yes	□No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or a	pprove invoices?		✓ Yes	☐ No
(a) If so, is there a threshold limit, and how is the approve	al indicated on the invoice	? AT uses ten cents per	mile form	ula to fix
vehicles. If cost exceeds formula, AT notifies Fleet O	PS by e-mail for approv	al of repairs. AT attaches	e-mail to i	nvoice after
repairs completed.				
e. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the	AT?		✓ Yes	□No
10. CONDITION OF THE FLEET	Yes EVALUATED	No REQUIRED	CORRECTED)
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, ar	e there any patterns or p	roblems identified?	☐ Yes	✓ No
(1) Have any unauthorized modifications been made on vehic	des?		☐ Yes	✓ No
11. MOTORCYCLES	EVALUATED No	ACTION REQUIRED	CORRECTED)
a. Is the Area commander involved and kept informed of motorcy	cle deployment, needs, p	problems, etc.?	☐ Yes	□No
(1) Are the program objectives clearly understood by the comm	mander and supervisors?)	☐ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcy	ycle operations?		☐ Yes	□No
b. Are motorcycles being deployed in conformance with department	ental policy and Fleet Op	erations Bulletins?	☐ Yes	□No
(1) Are motorcycles being used on beats with predominantly h	nigh speed problems?		☐ Yes	□No
(2) Are motorcycles used for special duty officer transportation	n?		☐ Yes	□No
(3) Are motorcycles parked at the Area office during vacations	s and extended days off?		☐ Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed to	ogether?		☐ Yes	□No
(1) What system is in place to verify understanding and compl	liance?			
(2) Are Bulletins discussed with riders?			☐Yes	□No
d. What type of active safety program does the Area have?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□ No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□ No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
е	. Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls th	nere adequate space to park and/or store motorcycles?	☐Yes	□No
	(1)	Is safety compromised?	☐Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h.	Has appi	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	Yes	□No
	(3)	Are spare tires available?	☐ Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i. Wh	at arrangements have been made for servicing and repairing motorcycles?		
(1)	Is it satisfactory and cost effective?	☐ Yes	□No
(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
(3)	How is repair work verified?		
 (4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No
	(a) Is a supervisor's permission required?	☐ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j. Are	vehicle files logically kept and up-to-date?	☐Yes	□No
(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□No
(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
(3)	Is service up-do-date?	☐ Yes	□No
	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	☐Yes	□No
(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
	zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Manageme SECTIONS	DATE: 08/18/2009
SECTIONS	COMMENTS
5.	c. Does the AT have the supply of tools listed in HPM 31.1 Fleet Operations Manual, Chapter 6?
	(1) (a) When was it last checked? 03-18-09.
	(2) (c) Who has access to the tools? The AT, Maintenance worker, Vin officer, Supervision and
	Management.
	The only follow up action the command needs to complete, is getting the fuel pump inspected by the
	proper agency who calibrates fuel pumps and insure an inspection sticker is located in a visible
	area.
	The inspection results determined the command is in compliance with Departmental policy.
	The AT appears to be genuinely concerned with the area's day to day fleet operations. He is very
	proactive with the program and displays a positive attitude and strong work ethic. The fleet is
	definitely in good hands.
1	The El Centro Area does not have any motorcycles assigned to its fleet.
,	
×	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Rainbow if	Border	6
Inspected by: M. G. BROWN,	Sergeant	Date: 09-02-2009
IVI. O. DITOVVIA,	Ocigeant	

Division:

Chapter:

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number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, on number. Under "Forward to:" enter the notes that the sentence of the sentence of the sentence of the comment of the sentence of the s	fill in the blanks as indicated. Enter the chapter lext level of command where the document practices, suggestions for statewide be used if additional space is required.		
TYPE OF INSPECTION ☐ Division Level ☐ Command L ☐ Executive Office Level	.evel	Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required: Forwar ☐ Yes ☐ No Due Da		生 经 计			
Chapter Inspection: Inspector's Comments Regarding Innovative Practices:					
None Command Suggestions for Statewide Improvement:					
None					

Command:

Data la a

1. AREA ADMINISTRATION

1.a. The Facility fleet is provided by the Host Area, which in this case, is the Temecula Area Office. The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the Temecula Area fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned Automotive Technician (AT) for Temecula Area.

2. VEHICLE USE

Inspector's Findings:

- a. The Facility has a total of three "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. One is utilized for S/B Scale operations. The third vehicle is used for N/B Scale operations, scale sign enforcement, and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls below the established guidelines.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Rainbow IF	Border	6	
Inspected by:		Date:	
M. G. BROWN	, Sergeant	09-02-2009	

11-2-09

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•			
b.(1)	Uniformed personnel are directed to co	oordinate through the Host Area A	T for all repairs to the fleet. As a
0.(1)	result, there are no tools provided for t	he performance of minor repairs to	o the vehicles.
c.	Facility fleet assets are not kept at emphandler. His vehicle is made available		
d.	The Facility only allows ride-alongs for be job critical.	or authorized members of the Depa	artment as they are determined to
<u>SUM</u>	MARY:		
apply facility	o the specialized mission of commercial to this facility. Many of the concepts are which is the Temecula Area Office.	nd requirements of the chapter are	fulfilled by the Host Area for this
Com	mander's Response: 🖂 Concur or [☐ Do Not Concur (Do Not Concur	shall document basis for response)
White	ur with the inspector's findings. Accord Patrol vehicle in support of mission crit	ical functions and operations.	
Inspe	ector's Comments: Shall address non c	oncurrence by commander (e.g., find	lings revised, findings unchanged,
None.			
Requ	uired Action		
Corre	ective Action Plan/Timeline		
None.			
	ployee would like to discuss this report with reviewer.	COMMANDER'S SIGNATURE	DATE
	ee HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	Lr 10-20.09
		MAN	DATE 10-1-09
☐ Re	viewer discussed this report with	REVIEWER'S SIGNATURE	DATE

employee

Concur

Do not concur

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Rainbow IF	Border	6
Inspected by:	Date:	
M. G. BROWN,	09-02-2009	

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number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or fon number. Under "Forward to:" enter the neent shall be utilized to document innovative prection plans. A CHP 51 Memorandum may be	actices, suggestions for statewide	
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Required:	Forwa	rd to:		
☐ Yes	Due D	ate:		
Chapter Inspection:				
Inspector's Comments Regar	ding Ir	novative Practices:		
None				
Command Suggestions for Statewide Improvement:				
None				
Inspector's Findings:			11 1105	

1. AREA ADMINISTRATION

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Rainbow IF	Border	6
Inspected by:	Date:	
M. G. BROWN,	09-02-2009	

b.(1)	Uniformed personnel are directed to coordinate through the Host Area AT for all repairs to the fleet. As	s a
	result, there are no tools provided for the performance of minor repairs to the vehicles.	

- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

SUMMARY:

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the Temecula Area Office.
Commander's Response: ⊠ Concur or □ Do Not Concur (Do Not Concur shall document basis for response)
I concur with the inspector's findings. Accordingly, the Facility requests one (1) additional Class E Black and White Patrol vehicle in support of mission critical functions and operations.
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
None.
Required Action Corrective Action Plan/Timeline
None.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	1 1/2/1/4	interland
(See HPM 9.1, Chapter 8 for appeal procedures.)	ruspect to	10/15/2009
	INSPECTOR'S SIGNATURE	DATE
	M. Brown Lord G. Brown	10/15/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	1	10000
Concur Do not concur	HELX	10-21-07

STATE OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Rainbow I.F.	Border	686
EVALUATED BY		DATE
Sgt. M.G. Brown, #11184		09/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	OF EVALUATION Formal Evaluation Info	mal Evaluation	SUSPENSE DATE			
	OW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW	Spect a	DATE 9-	//-2009
1. A	AREA ADMINISTRATION		09/02/09	ACTION REQUIRED No	CORRECTE)
а	. Is there a clear line of super	vision and accountability for the	Area's fleet manageme	ent?	✓ Yes	□No
	(1) Is the Area commander	involved and informed?			✓ Yes	□No
	(a) Does he/she monit	or invoices?			☐ Yes	✓ No
	(2) Who is authorized to ap	prove invoices? See Attached	l			
b.	. What is the background exp	erience of the Automotive Tech	nician (AT)? N/A - Se	e Attached.		
	(1) Are sufficient instruction	s and training provided?			☐ Yes	□No
	(2) Is he/she a qualified me	chanic at journey person level?			☐ Yes	□No
	(3) Does he/she attend train	ning on new model vehicles?			☐ Yes	□ No
-	(4) Does the AT have good	rapport with Area personnel an	d vendors?		☐Yes	□No
	(5) Does the AT ensure veh	icles are available at shift chan	ge?		☐ Yes	□No
	(6) Does the AT periodically	attend staff meetings?			☐ Yes	□No
	(7) Does the AT have ideas	/suggestions for improving the	program?		☐ Yes	□ No
C.	How much maintenance wor	k is being done by the AT?				
	(1) Is he/she qualified to pe	rform maintenance and minor re	epairs?		☐ Yes	□No
	(a) If these duties are n	ot being performed, why not?				
d.	What other duties or respons	sibilities are placed on the AT?				
2. VE	EHICLE USE		09/02/09	ACTION REQUIRED	CORRECTED	ř.
а.	How many "E" Class vehicles	s are assigned to the Area? So			- I	

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	(1) Is there an unmarked patrol vehicle assigned for the co	mmander?		✓ Yes	□No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? See Atta					
k	o. Are there procedures in place to ensure there are sufficient	vehicles available at the	e beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in ord	er to keep the vehicles	on the road?	☐ Yes	☑ No
	(a) Is there a supply of tools and minor equipment ava	ilable?		☐Yes	☑ No
C	. What is the justification for any vehicle kept at employees he	omes after duty hours?	See Attached		
o	. Who does the commander allow to ride in vehicles? See A	ttached			
	(1) Do supervisors use the CHP 428, Release and Waiver	of Liability?		☐Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of ti			☐ Yes	□No
3. 8	SERVICE ARRANGEMENTS	No	ACTION REQUIRED	CORRECTED	
а	. What vendors are being used for servicing or repairing vehic	cles?			
	(1) Are they authorized dealers?			☐ Yes	□No
				□	
	(2) What process was used in selecting a service vendor?				
	(2) What process was used in selecting a service vendor?				
	(2) What process was used in selecting a service vendor?(3) What are the hourly rates being charged?				
	<u> </u>			□Yes	□ No
	(3) What are the hourly rates being charged?	vendors?			
	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v (5) Does the Area constantly change vendors, or work out p 		nintain good	☐ Yes	□ No
	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v (5) Does the Area constantly change vendors, or work out long-term relationships? 	problems in order to ma		☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	□ No □ No
	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v (5) Does the Area constantly change vendors, or work out plong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials 	problems in order to ma	en making purchases?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	□ No □ No □ No □ No
b	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v. (5) Does the Area constantly change vendors, or work out long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials Materials and the problem of the pr	problems in order to ma	en making purchases?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	□ No □ No
b.	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v. (5) Does the Area constantly change vendors, or work out long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the fleet availability has been a problem, has Area experimental. (1) What percentage of the fleet is needed on weekends? 	problems in order to ma	en making purchases?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
b	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v. (5) Does the Area constantly change vendors, or work out plong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the fleet is needed on weekends? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? 	problems in order to ma anagement Manual, wh ented with weekend ma	en making purchases?	☐ Yes	No
b	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v. (5) Does the Area constantly change vendors, or work out plong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the vehicle availability has been a problem, has Area experimentally with the percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled more and the problem. 	problems in order to ma anagement Manual, wh ented with weekend ma ost effectively?	en making purchases?		No
	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective value. (5) Does the Area constantly change vendors, or work out plong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the fleet availability has been a problem, has Area experiment. (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled motion. (a) Is overtime needed for maximum enforcement period 	problems in order to management Manual, whented with weekend management enter the management of the ma	en making purchases?		No
	 (3) What are the hourly rates being charged? (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective v. (5) Does the Area constantly change vendors, or work out plong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the vehicle availability has been a problem, has Area experimentally with the percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled more and the problem. 	problems in order to management Manual, whented with weekend management enter the management of the ma	en making purchases?		No

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	(2) Is th	ne Area's vehicle washing procedure practical and econo	mical?		☐ Yes	□No
	(a)	Is excessive officer time used to wash vehicles?			☐ Yes	☐ No
	(3) Is th	nere more than one car wash facility available?			☐ Yes	□ No
	(4) Are	vehicles being excessively washed or detailed?			☐Yes	□No
	(5) Doe	s the Area have a maintenance worker or janitor wash o	ars?		☐ Yes	□No
	(6) Is th	ere any other program that can be of assistance in wash	ning cars?		☐ Yes	□No
	d. How do	officers report defective equipment?				
_						
	(1) Who	o is authorized to declare a vehicle unsafe for patrol?				
	(a)	Who determines when a vehicle is safe after repair or cl	hecking of defects?			
	(b)	Does he/she sign off the report form and indicate what h	nas been done?		☐ Yes	□No
	(c)	Is this system effective?			Yes	□No
	(d)	How long are records kept?				
	(e)	Is there a system in place to check vehicles for defects	after high speed pursuits	s?	☐ Yes	□No
4. 1	MILEAGE W	IANAGEMENT	No EVALUATED	ACTION REQUIRED	CORRECTED	
a	a. Does Are	ea have a system to ensure equitable mileage accumula	tion on all vehicles?		☐ Yes	□No
	(1) Are	vehicles run out in the same order they are received?			☐ Yes	□No
	(2) Is the	ere an appropriate spread of odometer readings so that	vehicles are run out at r	egular intervals?	☐ Yes	□No
	(a)	If not, can adjustments be made to accomplish this?			☐ Yes	□No
b	o. How are	adjustments to mileage accomplished?				-
	(1) Do fi	eld supervisors and officers understand their responsibil	lity in vehicle assignmen	ts?	☐Yes	□No
	(2) Does	s the AT understand what is required?			Yes	□No
	(3) Does	s the Area have a "personalized vehicle assignment" pro	gram?		☐Yes	□No
	(a)	If so, how does it effect mileage averaging?	_			
С	. How does	s the Area project run outs?				
	(1) Is FC	S provided 30-45 days advance notice?			☐Yes	□No

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_		_						
		(2)	What has been the condition of vehicles returned to FOS?					
_		(3)	Are the right equipment options completed?				Yes	□ No
5.	. A		MOTIVE WORK AREA/EQUIPMENT	EVALUATED		ACTION REQUIRED	CORRECTED	
-	а.	ls ·	there adequate space and comfort in the AT office?	No			☐ Yes	□ No
_		_	Is the office arranged neatly, and are all bulletins and manua	als current?			□ Yes	□ No
_		_	Does the AT maintain a service and flat rate manual?	JIO GUITGIRE.			☐ Yes	□No
_	b.	_	s the space for working on vehicles adequate?				☐ Yes	□ No
_			Is it clean and organized?		_		☐ Yes	□ No
_	С.	_	Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?				☐ Yes	□ No
_			Is there an inventory?	porationo Manua	ii, Oriapi	-	Yes	□ No
_		- (- /	(a) When was it last checked?				☐ Yes	□ No
	_	(2)	Are the tools located where they can be easily accessed by	the AT when wor	kina on	vehicles?	☐ Yes	□ No
_			(a) Are they clean and properly maintained?		rung on	vollado:	☐ Yes	□ No
	_		(b) Is there security for the tools when the AT is not present	r?			☐ Yes	□ No
			(c) Who has access to the tools?				☐ Yes	□ No
_	d.	Do	es the AT have the equipment necessary to perform all require	ed tasks?			☐ Yes	□ No
_			If not, has it been budgeted for and/or ordered?				Yes	 □ No
	е.		he equipment neat, clean and in good repair?				☐ Yes	□ No
			Have replacements been planned and budgeted for?				☐ Yes	□ No
	f.		there additional tools or items of equipment needed?				☐ Yes	□No
			Could the AT be more effective if they were available?		_		☐ Yes	□No
			Can they and/or have they been requisitioned or requested?				Yes	 □ No
6.	TIF		PARTS AND SUPPLIES	EVALUATED No		ACTION REQUIRED	CORRECTED	
	a.	is th	ne space provided for parts and supplies adequate?	180			□Yes	
		(1)	If not, can more space be provided?				 ☐ Yes	
		(2)	Is the space neatly and logically organized?				☐ Yes	
		(3)	Is there adequate security?				Yes	□ No
		(4)	Who has access to the parts/supplies?					
		(5)	Are batteries stored in a dry location, off the cement floor?				☐ Yes	□No
	b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF)	as requ	uired?	☐ Yes	□No

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С	c. Are reasonable numbers of parts/supplies stocked?			☐ Yes	□No
	(1) Are there obsolete parts on hand?			☐Yes	□No
d	I. Does Area stock parts/supplies purchased by the Department,	and provide them to the	vendor for installation?	☐Yes	□No
е	e. Are adequate records maintained for tires, and are all tires acc	counted for?		☐ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?				□No
	(2) Are proper guidelines in place for record keeping?			☐ Yes	□No
	(a) Are records reviewed by management?			☐Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?			☐ Yes	□No
	(a) How are tires stored?				
	(4) Is access to the tires restricted to the AT and his/her assist	tant or backup?		☐Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires	s?		☐Yes	□No
	(6) Does it appear tires are being replaced prematurely?			☐Yes	□No
	(7) Are adequate records maintained for used tires?			☐Yes	□No
	(a) Is the disposition of used tires within policy?			☐Yes	□No
f.	How are old tires/batteries disposed of?	_			
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prospe	ective bidders?	☐Yes	□No
	(2) Are either tires or batteries being traded to offset installation	on costs?		☐Yes	□No
	(3) Are the provisions of any tire or battery disposal contract be	eing met?		☐Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?			☐ Yes	□No
	(1) Are all containers (other that the original) containing hazard	dous materials properly m	arked?	Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies	s been conducted?		Yes	□No
	(1) Who conducted the count?				
		I Progressor		1	
7. FL	UEL DISPENSING FACILITY	No No	ACTION REQUIRED	CORRECTED):
a.	Normally, is all fuel used by departmental personnel dispensed command location?	through the fuel facility at	the	☐Yes	□No
	(1) What procedures have been established for purchasing fue	el from service stations in	emergencies?		
	(a) Is self-service or full-service used?				

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 $x = x_{12} - x_{13} - x_{13} - x_{13} - x_{13} - x_{13} = x_{13}$

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_			
	(2) Is there a written policy, and is it complied with?	☐Yes	□ No
b	. Is the fuel island clean and neat?	☐ Yes	□ No
	(1) Does it need repair or painting?	☐Yes	□No
	(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
	(3) Is the break-away coupler installed?	☐Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	□No
	(6) Is the lighting adequate?	☐Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	□No
С	. Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d	. Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	☐ Yes	□No
е	. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	□Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank?		
	(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles?		
	(1) Are records maintained as required?	☐ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	☐Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h.	Is there a contract for fuel?	☐Yes	□No
	(1) How often is the fuel supply replenished?		
	(2) At what level is it refilled?		
i.	How does the Area secure the fuel pumps when they are not in use?		
	(1) Is the system adequate?	☐Yes	□No
	(2) Is it utilized by all personnel?	☐ Yes	□No

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8. SAFETY	EVALUATED No	ACTION REQUIRED	CORRECTED)
a. Does the Area conduct an inspection of the facility twice e	10.1470.1	hazards?	Yes	□No
(1) Are the AT's work areas inspected?			☐ Yes	□No
b. Are there possible unsafe conditions within the AT's work	areas?		☐Yes	□No
(1) Is the shop floor clean and free of any spills?			☐Yes	□No
(2) Are electrical cords or hoses posing a hazard?			Yes	□No
(3) Are fire extinguishers charged, inspected and of the p	roper type?		☐ Yes	□No
(4) Are any batteries leaking or stored improperly?			□Yes	□No
(5) Are there loose items on the floor?			☐Yes	□No
(6) Is the bench grinder firmly affixed, and are there safet	y glasses available?		☐ Yes	□No
(a) Are they worn by the AT?			☐Yes	□No
(7) Is the battery charger in a safe place?			☐ Yes	□No
(8) Are masks available for AT's to wear when servicing be	orakes?		☐ Yes	□No
(a) If yes, are they worn?			☐Yes	□No
(9) Are jack stands properly utilized?			☐ Yes	□No
c. What is the Area occupational safety record as it relates to	fleet management?			
(1) Have any injuries been prevented with an improved sa			☐ Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	No No	ACTION REQUIRED	CORRECTED)
a. Are fleet records logically filed?			Yes	□No
(1) Are they conveniently located and available to the AT	and supervisor?		☐ Yes	□No
(2) Do files contain all required documents?			☐ Yes	□No
(a) If documents are not in files, where are they locat	ed?			
b. Do the Fleet Focus (FF) documents comply with the instru-	ctions in HPM 31.1, Flee	t Operations Manual?	Yes	□No
(1) Are documents legible and complete?			Yes	□No
(2) Who reviews the FF reports?				
(3) How is the information used in Area's fleet administrat	ion?			
c. Is the CHP 424 current?			☐ Yes	□No
(1) Does the CHP 424 reveal any unusual repair patterns	or duplicate services?		☐ Yes	□No

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(2) Have required services been done at the proper mileag	e?		☐Yes	□No
d. Is the Area using the most effective and economical method	of repairing/maintainir	ng the fleet?	☐ Yes	□No
(1) Are hourly rates in line with prevailing rates?			☐ Yes	□ No
(2) Does the AT refer to manuals for invoice cost information	on?		☐ Yes	□No
(3) Is work being done by vendors that should be done by t	he AT?		☐ Yes	☐ No
(4) Are there any warranty problems?			☐ Yes	□No
(a) If so, are they being resolved?			□Yes	□No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	□No
(6) Does the commander or his/her designee review and/or	approve invoices?		☐Yes	□No
(a) If so, is there a threshold limit, and how is the appro	val indicated on the inv	roice?		
e. Do invoices indicate parts are being supplied by the CHP?			☐ Yes	□No
(1) If parts are on invoices, does the vendor give a discount	?		☐ Yes	□No
f. Are fleet operations bulletins maintained and accessible to th	e AT?		☐ Yes	□No
10. CONDITION OF THE FLEET	No EVALUATED	ACTION REQUIRED	CORRECTED	2
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide,	are there any patterns	or problems identified?	☐ Yes	□No
(1) Have any unauthorized modifications been made on vel	nicles?		☐ Yes	□No
11. MOTORCYCLES	No EVALUATED	ACTION REQUIRED	CORRECTED	X
a. Is the Area commander involved and kept informed of motor	cycle deployment, need	ds, problems, etc.?	☐Yes	□No
(1) Are the program objectives clearly understood by the cor	mmander and supervise	ors?	☐Yes	□No
(2) Does the Area have an up-to-date SOP relating to motor	rcycle operations?		☐ Yes	□No
b. Are motorcycles being deployed in conformance with departe	mental policy and Fleet	Operations Bulletins?	☐Yes	□No
(1) Are motorcycles being used on beats with predominantly	y high speed problems	?	☐Yes	□No
(2) Are motorcycles used for special duty officer transportation	ion?		☐ Yes	□No
(3) Are motorcycles parked at the Area office during vacatio	ns and extended days	off?	☐Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed	together?		☐Yes	□No
(1) What system is in place to verify understanding and com	pliance?			
(2) Are Bulletins discussed with riders?			☐Yes	□No
d. What type of active safety program does the Area have?				

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	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
е	. Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g	. Is th	nere adequate space to park and/or store motorcycles?	□Yes	□No
	(1)	Is safety compromised?	☐Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□ No
		(a) Has it been inspected and approved?	☐Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h.	Has app	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	□Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	Yes	□No
	(4)	Is a battery charger available?	Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i	. Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are \	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	Is service up-do-date?	☐ Yes	□No
k.	Are	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, thly Motorcycle Inspection List, completed as required?		
			Yes	□ No
_		Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	□ No
		Are the forms filed for the life of the motorcycle?	Yes	□ No
I.	Utiliz Area	ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐Yes	□No
_				

1. AREA ADMINISTRATION

1.a. The Facility fleet is provided by the Host Area, which in this case, is the Temecula Area Office. The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the Temecula Area fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned Automotive Technician (AT) for Temecula Area.

2. VEHICLE USE

- a. The Facility has a total of three "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. One is utilized for S/B Scale operations. The third vehicle is used for N/B Scale operations, scale sign enforcement, and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls below the established guidelines.
- b.(1) Uniformed personnel are directed to coordinate through the Host Area AT for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

SUMMARY:

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the Temecula Area Office.

R.SPECHT, Lieutenant

Commander

M.G. BROWN, #11184

Sergeant

ATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

P	а	g	е	1	of	2

Command:	Division:	Chapter:
Santa Ana	Border	6
Inspected by:		Date:
Sergeant Ron Johnson, #11387		09/11/09

shall be routed to and its due date. T improvement, identified deficiencies, of type of Inspection Division Level Command	corrective		morandum ma	e practices, suggestions for statewide by be used if additional space is required. Corrective Action Plan Included Not applicable
Executive Office Level		9		Attachments Included Not applicable
Follow-up Required:	Forwa	ard to:		
☐ Yes 🕱 No	Due [Date:		
Chapter Inspection: Inspector's Comments Reg None Command Suggestions for None				
Inspector's Findings:				***************************************
All practices and procedures				
Commander's Response: [⊠ Conc	ur or 🗌 Do Not Cond	cur (Do Not C	Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Santa Ana	Border	6
Inspected by:		Date:
Sergeant Ron Johnson, #11387		09/11/09

:		
Required Action		
Corrective Action Plan/Timeline		

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.		10/19/18
(See HPM 9.1, Chapter 8 for appeal procedures.)	16011	10/11/01
	INSPECTOR'S SIGNATURE	DATE
	Dowisa	10/31
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	112	. 1 1 1
Concur		11/4/09

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Santa Ana	Border	670
EVALUATED BY		DATE
Sergeant R. Johnson, #11387		09/11/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE
FOLLOW-UP REQUIRED ☐ Yes ☑ No BY	COMMANDER'S REVIEW DATE 9 22/09
1. AREA ADMINISTRATION	Yes No CORRECTED
a. Is there a clear line of supervision and accountability for the Area	s's fleet management? ☑ Yes ☐ No
(1) Is the Area commander involved and informed?	☑ Yes ☐ No
(a) Does he/she monitor invoices?	☑ Yes ☐ No
(2) Who is authorized to approve invoices? The Executive Li	eutenant conducts the initial review and the final review / approval is
conducted by the Captain.	
b. What is the background experience of the Automotive Technicia	(AT)? Cobos - 5 years Volvo mechanic, 1 year Toyota mechanic,
UTI accredited. Escobar - 2 years Ford mechanic, UTI accredit	ed.,
(1) Are sufficient instructions and training provided?	☑ Yes ☐ No
(2) Is he/she a qualified mechanic at journey person level?	☑ Yes ☐ No
(3) Does he/she attend training on new model vehicles?	☑ Yes ☐ No
(4) Does the AT have good rapport with Area personnel and ve	ndors?
(5) Does the AT ensure vehicles are available at shift change?	✓ Yes □ No
(6) Does the AT periodically attend staff meetings?	☑ Yes ☐ No
(7) Does the AT have ideas/suggestions for improving the progr	am? ☑ Yes ☐ No
c. How much maintenance work is being done by the AT? The AT	s perform approximately 90% of all scheduled maintenance, with 10 $\%$
being conducted by vendors under warranty coverages.	
(1) Is he/she qualified to perform maintenance and minor repair	s?
(a) If these duties are not being performed, why not? N/A	
d. What other duties or responsibilities are placed on the AT? $_{M\epsilon}$	intenance of fire extinguishers and ordering of fuel.
2. VEHICLE USE	Yes No CORRECTED
a. How many "E" Class vehicles are assigned to the Area? 39	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

0111	700	(1(e4, 0-00) Of 1 009				
	(1) Is there an unmarked patrol vehicle assigned for the com	ımander?		✓ Yes	□No
	(2	2) If the number of vehicles assigned is in excess of the form	mula, what justificat	ion has been made? N/A		
t). A	re there procedures in place to ensure there are sufficient ve	ehicles available at	the beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in order	to keep the vehicle	s on the road?	Yes	☑ No
		(a) Is there a supply of tools and minor equipment availa	able?		✓ Yes	□No
	. W	hat is the justification for any vehicle kept at employees hon	nes after duty hours	s? N/A		
C	. W	ho does the commander allow to ride in vehicles? Cadet a	pplicants, Allied Ag	gencies, CHP PSD and Media	à.	
	(1) Do supervisors use the CHP 428, Release and Waiver of	Liability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time	e?		✓ Yes	□No
3. 5	ERV	/ICE ARRANGEMENTS	Yes Yes	ACTION REQUIRED No	CORRECTED)
a	. W	hat vendors are being used for servicing or repairing vehicle	es? Ford and Linc	oln dealers for all warranty v	vork.	
	(1)) Are they authorized dealers?			✓ Yes	□No
	(2)) What process was used in selecting a service vendor?	The AT's inspect th	ne vendors' facilities, check of	n mechanics	qualifications,
		types of services available and job / task pricing.				
	(3)) What are the hourly rates being charged? \$65.00 (Ford)	/ \$ 85.00 (Dodge)			
		(a) Are discounts given on parts?			✓ Yes	□ No
	(4)) Has the command shopped for the most cost effective ve	ndors?		✓ Yes	□ No
	(5)		oblems in order to r	maintain good		
	(6)	long-term relationships?		uhan making nurahanan	✓ Yes	□ No
h	(6)				✓ Yes	□ No
b		vehicle availability has been a problem, has Area experimen		naintenance?	☐ Yes	☑ No
		What percentage of the fleet is needed on weekends? 56) %o 			
		Are there shortages of vehicles on Mondays?			☐ Yes	☑ No
	(3)	If more than one AT, are their hours/days scheduled most			✓ Yes	□ No
	Λ	(a) Is overtime needed for maximum enforcement period			☐Yes	☑ No
С.	-	e provisions adequate to ensure regular washing of vehicles			✓ Yes	□No
	(1)	How are interiors cleaned? Interiors are cleaned as need	1ed by the assigned	vendors during regular servi	ce.	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)) Is the Area's vehicle washing procedure practical and ecor	nomical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			Yes	✓ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			☐ Yes	✓ No
	(5)	Does the Area have a maintenance worker or janitor wash	cars?		☐ Yes	☑ No
	(6)	Is there any other program that can be of assistance in wa	shing cars?		☐ Yes	✓ No
d	. Но	ow do officers report defective equipment? Documentation	is completed on the CHI	2 33 assigned to the vehi	cle and on	an Area
	ge	enerated "B.O. Sheet", located at the patrol vehicle key board	l.			=
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	All operators of a patrol	car, AT's and superviso	rs / manag	ers.
		(a) Who determines when a vehicle is safe after repair or	checking of defects? AT	,		
-		(b) Does he/she sign off the report form and indicate what	t has been done?		☐ Yes	☑ No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? 3 years				
7		(e) Is there a system in place to check vehicles for defects	s after high speed pursui	ts?	✓ Yes	□No
4. M	ILEA	AGE MANAGEMENT	EVALUATED Yes	ACTION REQUIRED	CORRECTE	
a.	Do	pes Area have a system to ensure equitable mileage accumu		2.00	✓ Yes	□No
	(1)	Are vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that	at vehicles are run out at	regular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Но	w are adjustments to mileage accomplished? N/A				
	(1)	Do field supervisors and officers understand their responsi	bility in vehicle assignme	nts?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" p	rogram?		✓ Yes	□No
		(a) If so, how does it effect mileage averaging? There is	no impact on mileage a	veraging, as the vehicles	are rotated	l through all
		shifts.				
c.	Hov	w does the Area project run outs? The AT's monitor each	vehicles' mileage and at	95,000 miles will initiate	the requir	ed paperwork
	to I	FOS.				
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)) What has been the condition of vehicles returned to FOS?	Fair to good.			
	(3)	Are the right equipment options completed?			✓ Yes	□No
5. A	UTC	MOTIVE WORK AREA/EQUIPMENT	EVALUATED Yes	ACTION REQUIRED No	CORRECTED)
а.	. Is	there adequate space and comfort in the AT office?			✓ Yes	□ No
-	(1)	Is the office arranged neatly, and are all bulletins and manua	als current?			☐ No
	(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b.	ls	the space for working on vehicles adequate?			✓ Yes	□No
	(1)	Is it clean and organized?			✓ Yes	□No
C.	Do	pes the AT have the supply of tools listed in HPM 31.1, Fleet O	perations Manual,	Chapter 6?	☐ Yes	□No
	(1)	Is there an inventory?	=		✓ Yes	□No
		(a) When was it last checked?			☐ Yes	□No
	(2)	Are the tools located where they can be easily accessed by	the AT when worki	ng on vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?			✓ Yes	□ No
		(b) Is there security for the tools when the AT is not present	:?		✓ Yes	□No
		(c) Who has access to the tools?			✓ Yes	□ No
d.	Do	es the AT have the equipment necessary to perform all require	ed tasks?		✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?			☐Yes	□No
e.	ls t	the equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?			☐Yes	☑ No
f.	Are	there additional tools or items of equipment needed?			✓ Yes	□No
	(1)	Could the AT be more effective if they were available?			✓ Yes	□No
- 5	(2)	Can they and/or have they been requisitioned or requested?			✓ Yes	□No
6. TI	RES	, PARTS AND SUPPLIES	Yes	No No	CORRECTED	
a.	ls t	the space provided for parts and supplies adequate?			✓ Yes	□No
	(1)	If not, can more space be provided?			☐ Yes	☑ No
	(2)	Is the space neatly and logically organized?			✓ Yes	□No
	(3)	Is there adequate security?			✓ Yes	□No
	(4)	Who has access to the parts/supplies? AT's and supervisor	rs.			
	(5)	Are batteries stored in a dry location, off the cement floor?			☐ Yes	□No
b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) a	s required?	✓ Yes	□No

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	c. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	✓ Yes	□No
	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation	on? ✓ Yes	□No
	e. Are adequate records maintained for tires, and are all tires accounted for?		□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? Locked container.		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
<u></u>	(5) Does Area provide motorcycle vendors with a stock of tires?	□Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
-	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□ No
f	f. How are old tires/batteries disposed of? State contracted recycling vendors.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	✓ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
	g. Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
_	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	☐ No
t	n. Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Executive Lieutenant.		
7. F	FUEL DISPENSING FACILITY EVALUATED Yes ACTION REQUIRED No	CORRECTED)
a	a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? ${ m V}$	oyager card	
	(a) Is self-service or full-service used? Self service.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

OH	4001 (Nev. 0-00) Of 1 000		
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	☐ Yes	□ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	✓ No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□ No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Vehicle operators.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
· ·	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? The AT's and management.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Area generated log maintained at the fue	l island.	
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? One month after installation.		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Every 4 to 5 weeks.		
	(2) At what level is it refilled? The storage tank limit is 12,000 gallons and is normally refilled at the 10,000 g	gallon level.	
i.	How does the Area secure the fuel pumps when they are not in use?Locked gate.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. S	8. SAFETY		EVALUATED Yes	ACTION REQUIRED	CORRECTED	¥
.— а.	D	pes the Area conduct an inspection of the facility twice each ye	-557.8K	E22	✓ Yes	
	(1)) Are the AT's work areas inspected?			✓ Yes	
b.	Ar	re there possible unsafe conditions within the AT's work areas?)		✓ Yes	
-	(1)) Is the shop floor clean and free of any spills?			✓ Yes	□ No
	(2)	Are electrical cords or hoses posing a hazard?			✓ Yes	□ No
	(3)	Are fire extinguishers charged, inspected and of the proper t	ype?		✓ Yes	
-	(4)	Are any batteries leaking or stored improperly?			☐ Yes	☑ No
	(5)	Are there loose items on the floor?			☐ Yes	☑ No
	(6)	Is the bench grinder firmly affixed, and are there safety glass	ses available?		✓ Yes	□ No
		(a) Are they worn by the AT?			✓ Yes	□No
	(7)	Is the battery charger in a safe place?			✓ Yes	□No
	(8)	Are masks available for AT's to wear when servicing brakes	?		✓ Yes	□No
		(a) If yes, are they worn?			✓ Yes	□No
	(9)	Are jack stands properly utilized?			✓ Yes	□No
C.	W	nat is the Area occupational safety record as it relates to fleet r	management? One lo	st time injury during the	rating perio	d.
	(1)	Have any injuries been prevented with an improved safety a			✓ Yes	□No
9. V	EHI	CLE RECORDS AND MAINTENANCE	Yes	No No	CORRECTED	
a.	Ar	e fleet records logically filed?			✓ Yes	□No
	(1)	Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No
	(2)	Do files contain all required documents?			✓ Yes	□No
		(a) If documents are not in files, where are they located?				
8	57					
b.	Do	the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fleet Ope	erations Manual?	✓ Yes	□No
	(1)	Are documents legible and complete?			✓ Yes	□No
	(2)	Who reviews the FF reports? Executive Lieutenant				
	(3)	How is the information used in Area's fleet administration?	The information provide	les required guidelines to	effectively	manage
		fleet operations.				
C.	ls t	he CHP 424 current?			✓ Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or dup	licate services?		☐Yes	✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

	(2) Have required services been done at the proper mileage?			✓ Yes	□No
C	d. Is the Area using the most effective and economical method of	f repairing/maintaining th	ne fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?	?		✓ Yes	□No
\$	(3) Is work being done by vendors that should be done by the	AT?		☐ Yes	☑ No
-	(4) Are there any warranty problems?			☐ Yes	☑ No
-	(a) If so, are they being resolved?			☐ Yes	☐ No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	□ No
	(6) Does the commander or his/her designee review and/or approve invoices?			✓ Yes	☐ No
	(a) If so, is there a threshold limit, and how is the approva	I indicated on the invoic	e? Executive Lieutenan	nt contacts Fl	eet
	Operations.				
е	e. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	f. Are fleet operations bulletins maintained and accessible to the AT?				
10.	CONDITION OF THE FLEET	Yes Yes	ACTION REQUIRED	CORRECTED	
a	a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	18.54		☐ Yes	✓ No
-	(1) Have any unauthorized modifications been made on vehic	les?		☐ Yes	✓ No
11.	MOTORCYCLES	Yes	ACTION REQUIRED	CORRECTED	<u> </u>
——	a. Is the Area commander involved and kept informed of motorcy	100.00		✓ Yes	
	(1) Are the program objectives clearly understood by the comm			✓ Yes	□ No
-	(2) Does the Area have an up-to-date SOP relating to motorcy			✓ Yes	□No
b	Are motorcycles being deployed in conformance with departments.		perations Bulletins?	✓ Yes	□ No
	(1) Are motorcycles being used on beats with predominantly h			✓ Yes	□ No
,,	(2) Are motorcycles used for special duty officer transportation			Yes	☑ No
	(3) Are motorcycles parked at the Area office during vacations		?	✓ Yes	□ No
	Are Fleet Operations Bulletins pertaining to motorcycles filed to		•	✓ Yes	□ No
-	(1) What system is in place to verify understanding and compl	<u>-</u>	pervisor reviews with as		
	monitors for continued compliance.	ivioloteyele su	pervisor reviews with as	signed Huers	. allu
	(2) Are Bulletins discussed with riders?			✓ Yes	
	. What type of active safety program does the Area have? Quar	etarly training		<u>F</u> 163	
	. Thist type of about ballety program does the Alea have? Quar	wity naming.			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	✓ Yes	□ No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? One preventable collision during this rating period.		
(, ,		(a) How does it compare with Division and statewide rates? The Area has an excellent rating.		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
е.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
	(6)	Are any repairs being done by riders?	☐ Yes	☑ No
-	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	✓ Yes	□ No
g.	ls t	here adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	Is safety compromised?	☐Yes	✓ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
ā	10	(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	☐ Yes	✓ No
	(4)	Is a battery charger available?	✓ Yes	□No

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	(5) Is there security and an accurate inventory kept?	✓ Yes	□No
i.	What arrangements have been made for servicing and repairing motorcycles? All motorcycle repairs are conducted	ed by an a	uthorized
	vendor.		
	(1) Is it satisfactory and cost effective?	✓ Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) How is repair work verified? Repair work orders and invoices.		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	☑ No
	(a) Is a supervisor's permission required?	✓ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs? Tow Truck.		
	(6) Does the Area have a motorcycle trailer?	☐ Yes	☑ No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	☑ No
j.	Are vehicle files logically kept and up-to-date?	✓ Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	☑ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is service up-do-date?	✓ Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

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CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
San Gorgonio Pass	Border	655
EVALUATED BY	-	DATE
Sergeant Hal Bonilla	, #13443	09/28/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☑ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Correction Yes No BY			DATE 9.	29.09
1. AREA ADMINISTRATION	EVALUATED X	ACTION REQUIRED No	CORRECTE)
a. Is there a clear line of supervision and accord	untability for the Area's fleet manage	ment?	✓ Yes	□No
(1) Is the Area commander involved and in	formed?		✓ Yes	□No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices?	Refer to attached narrative			
b. What is the background experience of the A	utomotive Technician (AT)? Refer	to attached narrative		
(1) Are sufficient instructions and training p	rovided?		✓ Yes	□No
(2) Is he/she a qualified mechanic at journe	y person level?		✓ Yes	□ No
(3) Does he/she attend training on new mo-	del vehicles?		✓ Yes	□No
(4) Does the AT have good rapport with Are	ea personnel and vendors?		✓ Yes	□No
(5) Does the AT ensure vehicles are availal	ole at shift change?		✓ Yes	□No
(6) Does the AT periodically attend staff me	etings?		Yes	✓ No
(7) Does the AT have ideas/suggestions for	improving the program?		Yes	□No
c. How much maintenance work is being done	by the AT? Refer to attached narrat	ive		
(1) Is he/she qualified to perform maintenar	nce and minor repairs?		☑ Yes	□No
(a) If these duties are not being perforr	ned, why not?			
d. What other duties or responsibilities are place	ed on the AT? Refer to attached n	arrative		
2. VEHICLE USE	EVALUATED X	ACTION REQUIRED No	CORRECTED)
a. How many "E" Class vehicles are assigned t	o the Area?			

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	(1)) Is there an unmarked patrol vehicle assigned for the comma	nder?		✓ Yes	☐ No
	(2)) If the number of vehicles assigned is in excess of the formula	a, what justification ha	s been made?		
b	. Are	re there procedures in place to ensure there are sufficient vehic	les available at the be	ginning of each shift?	✓ Yes	□No
	(1)	Are officers allowed to perform minor corrections in order to	keep the vehicles on the	he road?	✓ Yes	□No
		(a) Is there a supply of tools and minor equipment available	?		✓ Yes	□No
С	. Wh	hat is the justification for any vehicle kept at employees homes	after duty hours? Re	fer to attached narrative	•	
d	. Wł	ho does the commander allow to ride in vehicles? Refer to att	ached narrative			
	(1)	Do supervisors use the CHP 428, Release and Waiver of Lia	bility?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time?	Farmonic		✓ Yes	□No
3. S	ERV	ICE ARRANGEMENTS	EVALUATED X	ACTION REQUIRED No	CORRECTED).
	. Wh	hat vendors are being used for servicing or repairing vehicles?	Refer to attached na	rrative		
а						
a						
a	(1)	Are they authorized dealers?			✓ Yes	□No
a	(1)		er to attached narrativ	e	✓ Yes	□ No
а			er to attached narrativ	е	✓ Yes	□No
а	(2)			е	✓ Yes	□No
a	(2)	What process was used in selecting a service vendor? Ref		е	√ Yes ✓ Yes ✓ Yes	□ No
a	(2)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts?	narrative	е		
a	(3)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble	narrative		☑ Yes ☑ Yes	□ No
a	(2) (3) (4) (5)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships?	I narrative rs? ems in order to mainta	in good	✓ Yes ✓ Yes	□ No □ No □ No
	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Manage	I narrative rs? ems in order to mainta ement Manual, when r	in good making purchases?	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No □ No
	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Managerehicle availability has been a problem, has Area experimented	I narrative rs? ems in order to mainta ement Manual, when r with weekend mainte	in good making purchases?	✓ Yes ✓ Yes	□ No □ No □ No
	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Manage rehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends? Refer	I narrative rs? ems in order to mainta ement Manual, when r with weekend mainte	in good making purchases?	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No □ No
	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Manage rehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends? Refer Are there shortages of vehicles on Mondays?	I narrative rs? ems in order to mainta ement Manual, when r with weekend mainte to attached narrative	in good making purchases?	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No □ No
	(2) (3) (4) (5) (6) If vo.	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Manage rehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends? Refer Are there shortages of vehicles on Mondays?	I narrative rs? ems in order to mainta ement Manual, when r with weekend mainte to attached narrative	in good making purchases?	✓ Yes ✓ Yes ☐ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
	(2) (3) (4) (5) (6) If vo. (1) (2)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Manage rehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends? Refer Are there shortages of vehicles on Mondays?	I narrative rs? ems in order to mainta ement Manual, when r with weekend mainte to attached narrative	in good making purchases?	✓ Yes ✓ Yes	 No No No No No ✓ No ✓ No
b.	(2) (3) (4) (5) (6) If vo. (1) (2) (3)	What process was used in selecting a service vendor? Ref What are the hourly rates being charged? Refer to attached (a) Are discounts given on parts? Has the command shopped for the most cost effective vendo Does the Area constantly change vendors, or work out proble long-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Manage rehicle availability has been a problem, has Area experimented What percentage of the fleet is needed on weekends? Refer Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most eff	I narrative rs? ems in order to mainta ement Manual, when r with weekend mainte to attached narrative	in good making purchases?	✓ Yes ✓ Yes	 No No No No No ✓ No ✓ No ✓ No

AREA MANAGEMENT EVALUATION

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	(2)	Is the Area's vehicle washing procedure practical and econor	mical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			☐ Yes	✓ No
	(5)	Does the Area have a maintenance worker or janitor wash ca	ars?		Yes	✓ No
	(6)	Is there any other program that can be of assistance in wash	ing cars?		Yes	□No
d	. Ho	w do officers report defective equipment? Refer to attached	narrative			
	(1)	Who is authorized to declare a vehicle unsafe for patrol? R	Lefer to attached narrativ	re		
		(a) Who determines when a vehicle is safe after repair or ch	necking of defects? Re	fer to attached narrative		
		(b) Does he/she sign off the report form and indicate what h	as been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? Refer to attached narrative	e			
		(e) Is there a system in place to check vehicles for defects a	after high speed pursuits	?	✓ Yes	□No
4. N	4. MILEAGE MANAGEMENT EVALUATED X NO			CORRECTED).	
a	Do	es Area have a system to ensure equitable mileage accumulat		W. C.	✓ Yes	□No
	(1)	Are vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	□No
-		(a) If not, can adjustments be made to accomplish this?			☐Yes	□No
b.	Ho	w are adjustments to mileage accomplished? Refer to attach	ed narrative			
	(1)	Do field supervisors and officers understand their responsibil	ity in vehicle assignmen	ts?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pro-	gram?		✓ Yes	□No
		(a) If so, how does it effect mileage averaging? Refer to at	ttached narrative			
C.	Hov	w does the Area project run outs? Refer to attached narrative	<u> </u>			
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

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	(2) What has been the condition of vehicles returned to FOS?	Refer to attached	narrative		
	(3) Are the right equipment options completed?			✓ Yes	□No
5. /	AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED No	CORRECTED	0
a	a. Is there adequate space and comfort in the AT office?			✓ Yes	□No
	(1) Is the office arranged neatly, and are all bulletins and man	uals current?		✓ Yes	□No
	(2) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	o. Is the space for working on vehicles adequate?			✓ Yes	☐ No
	(1) Is it clean and organized?			✓ Yes	□No
C	c. Does the AT have the supply of tools listed in HPM 31.1, Fleet	Operations Manual,	Chapter 6?	✓ Yes	□No
	(1) Is there an inventory?			✓ Yes	□No
	(a) When was it last checked?			☐ Yes	□No
	(2) Are the tools located where they can be easily accessed b	y the AT when worki	ng on vehicles?	✓ Yes	□No
	(a) Are they clean and properly maintained?			✓ Yes	□No
	(b) Is there security for the tools when the AT is not prese	ent?		✓ Yes	□No
	(c) Who has access to the tools?			Yes	□No
d	d. Does the AT have the equipment necessary to perform all requ	iired tasks?		✓ Yes	□No
	(1) If not, has it been budgeted for and/or ordered?			✓ Yes	□No
е	e. Is the equipment neat, clean and in good repair?			✓ Yes	□No
	(1) Have replacements been planned and budgeted for?			✓ Yes	□No
f.	. Are there additional tools or items of equipment needed?			Yes	☑ No
	(1) Could the AT be more effective if they were available?			☐ Yes	□No
	(2) Can they and/or have they been requisitioned or requested		4	Yes	□No
6. T	TIRES, PARTS AND SUPPLIES	EVALUATED X	ACTION REQUIRED No	CORRECTED)
а	. Is the space provided for parts and supplies adequate?			✓ Yes	□No
	(1) If not, can more space be provided?			✓ Yes	□No
	(2) Is the space neatly and logically organized?			✓ Yes	□No
	(3) Is there adequate security?			✓ Yes	□No
	(4) Who has access to the parts/supplies? Refer to attached	narrative			
	(5) Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b,	Are automotive parts and supplies inventoried and maintained i	in Fleet Focus (FF) a	s required?	✓ Yes	□No

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	c. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	☐Yes	□No
	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for insta	llation?	□No
-	e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?		□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?		□No
	(a) How are tires stored? Refer to attached narrative		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	□No
	(6) Does it appear tires are being replaced prematurely?	Yes	☑ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f	f. How are old tires/batteries disposed of? Refer to attached narrative		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐Yes	✓ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
9	g. Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h	h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Refer to attached narrative		
7. F	FUEL DISPENSING FACILITY EVALUATED ACTION REQUIRED NO	CORRECTED).
а	a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Refer to attached	narrative
	(a) Is self-service or full-service used? Refer to attached narrative		
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FLEET MANAGEMENT

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	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?		□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	☑ No
С	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d	. Who fuels the vehicles? Refer to attached narrative		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
е	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Refer to attached narrative		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Refer to attached narrative		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Refer to attached narrative		
g	. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? Refer to attached narrative		
h	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Refer to attached narrative		
-	(2) At what level is it refilled? Refer to attached narrative		
i.	How does the Area secure the fuel pumps when they are not in use?		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

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8. S	AFETY	EVALUATED X	ACTION REQUIRED No	CORRECTE	Ď
a.	Does the Area conduct an inspection of the facility twice each y			✓ Yes	□No
	(1) Are the AT's work areas inspected?			✓ Yes	□No
b.	Are there possible unsafe conditions within the AT's work areas	;?		☐Yes	☑ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No
	(3) Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
	(5) Are there loose items on the floor?	☐ Yes	☑ No		
	(6) Is the bench grinder firmly affixed, and are there safety glas	ses available?		✓ Yes	□No
	(a) Are they worn by the AT?			✓ Yes	□No
	(7) Is the battery charger in a safe place?			✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing brakes	s?			□No
	(a) If yes, are they worn?			✓ Yes	□No
	(9) Are jack stands properly utilized?				□No
	What is the Area occupational safety record as it relates to fleet (1) Have any injuries been prevented with an improved safety a			✓ Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED	
	Are fleet records logically filed?	X	No	✓ Yes	□No
	(1) Are they conveniently located and available to the AT and s	unen/isor?		✓ res	□No
	(2) Do files contain all required documents?			✓ Yes	□ No
	(a) If documents are not in files, where are they located?	Refer to attached	norrativa		
		Note: to uttached	THAT ALLY C		
b.	Do the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fle	et Operations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? Refer to attached narrative				
	(3) How is the information used in Area's fleet administration?	Refer to attached	narrative		
C.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or du	plicate services?		Yes	☑ No

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(2) Have required services been done at the proper mil	eage?		✓ Yes	□No
d. Is the Area using the most effective and economical me	thod of repairing/maintaining	the fleet?	✓ Yes	□No
(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
(2) Does the AT refer to manuals for invoice cost inform	nation?		✓ Yes	□No
(3) Is work being done by vendors that should be done	by the AT?		☐ Yes	✓ No
(4) Are there any warranty problems?			☐ Yes	☑ No
(a) If so, are they being resolved?			☐Yes	□No
(5) Is the credit card being used in lieu of an invoice?	·		☐ Yes	☑ No
(6) Does the commander or his/her designee review an	nd/or approve invoices?		✓ Yes	□No
(a) If so, is there a threshold limit, and how is the ap	arrative			
e. Do invoices indicate parts are being supplied by the CHI	P?		✓ Yes	□No
(1) If parts are on invoices, does the vendor give a disc	ount?		✓ Yes	□No
f. Are fleet operations bulletins maintained and accessible	to the AT?		✓ Yes	□No
10. CONDITION OF THE FLEET	EVALUATED X	ACTION REQUIRED No	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a gui	ide, are there any patterns o	r problems identified?	Yes	✓ No
(1) Have any unauthorized modifications been made or	vehicles?		☐ Yes	✓ No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED N/A	CORRECTED)
a. Is the Area commander involved and kept informed of m	otorcycle deployment, needs	s, problems, etc.?	Yes	□No
(1) Are the program objectives clearly understood by the	e commander and supervisor	rs?	Yes	□No
(2) Does the Area have an up-to-date SOP relating to m	notorcycle operations?		Yes	□No
b. Are motorcycles being deployed in conformance with de	partmental policy and Fleet (Operations Bulletins?	Yes	□No
(1) Are motorcycles being used on beats with predomin	antly high speed problems?		☐ Yes	□No
(2) Are motorcycles used for special duty officer transpo	ortation?		☐ Yes	□No
(3) Are motorcycles parked at the Area office during vac	cations and extended days o	ff?	Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles	filed together?		☐ Yes	□No
(1) What system is in place to verify understanding and	compliance?			
(2) Are Bulletins discussed with riders?			☐ Yes	□No
d. What type of active safety program does the Area have?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
е	. Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	Is t	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	Yes	□No
	(4)	Is a battery charger available?	Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	Yes	□No
į.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No
		(a) Is a supervisor's permission required?	☐Yes	☐ No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No
	(3)	Is service up-do-date?	☐Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	□Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐Yes	□No
9	(2)	Are the forms filed for the life of the motorcycle?	Yes	□No
1.		ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	□No

SAN GORGONIO PASS AREA - 655

CHAPTER 6 INSPECTION

Fleet Management

- 1.a.2 The Area commander is directly involved with the process of fleet management and routinely reviews related invoices and purchase requisitions. The Area commander, Captain Ron Jones and Administrative Sergeant Dave Waters are responsible for approval and authorizing all invoices.
- 1.b.(1-7) The Area's Auto Technician (AT), Ron Torres is well-informed and qualified to perform his duties. He regularly receives training (most recently in August 2009 at Border Division) in regards to newer model vehicles and changes from previous models. The AT has been in his current position for the past six years and has built a very good relationship with Area personnel, as well as the local vendors. The AT is normally on-duty for the morning shift change and at the end of his assigned shift, thus ensuring there are sufficient vehicles to deploy for the Second Shift.

The AT does not routinely attend staff meetings. Fleet related issues are normally addressed with the Administrative Sergeant, Dave Waters.

Action Item: In the future the AT will be scheduled to attend at least one staff meeting during the year to discuss or address any issues with Area management. The AT's attendance will be documented on the staff meeting minutes.

- 1.c. The Area's AT performs approximately ninety percent of all regularly scheduled maintenance work including but not limited to oil changes, transmission services, brake pad replacement, tires and electrical repairs. Additionally, the AT is qualified to perform minor radio related repairs which minimize the use of the Department's Radio Technicians. The AT also completes the majority of minor repairs and relies on local dealerships for warranty work or work requiring major repairs. Currently, the AT does not have any assigned collateral duties.
- 2.a.(1-2) The Area currently has sixteen Class "E" enforcement vehicles, three SMPV vehicle, three canine vehicles, two specialty all terrain vehicles, two MRE trucks, one Motor Carrier van and two unmarked commander's vehicles. The number of vehicles assigned to the Area meets the minimum justification for the number of officers assigned.

- 2.b.(1) The AT is normally on duty for the morning shift change and at the end of his shift to ensure there are sufficient vehicles to deploy during the second shift.
- 2.b.(1).(a) Officers are allowed to make minor repairs to vehicles, i.e.; changing light bulbs, tightening spot lights or changing tires on weekends and after hours to ensure the maximum number of vehicles are available.
- 2.c Departmental policy allows for the home storage of nine vehicles assigned to the Area which are three canine vehicles, three resident post vehicles, one Motor Carrier vehicle and the Commander's vehicle. With the exception of the aforementioned vehicles, no other vehicles are authorized for home storage after duty hours.
- 2.d It is the current policy of the Area to only allow Senior Volunteers actively involved in assigned duties, perspective cadet candidates currently in the hiring process and other ride-alongs authorized by the commander to ride in Class "E" enforcement vehicles. A CHP 428 is completed and retained in the clerical office for all ride-alongs.
- 3.a.(1-6) Area utilizes two authorized dealerships (Ramsey Street Repairs & Gosch Auto Repairs) and two local body shops (Lee's Auto Shop & Class Act Auto Body) for major repairs of the fleet. Over the last six years, the AT has built good working relationships with the aforementioned establishments and is generally charged an hourly rate of \$59.00 or below. The AT is knowledgeable and closely adheres to polices set forth in MPM 11.2 regarding the purchasing of parts. Additionally, the AT routinely bargains with the Area's vendors to ensure he receives the maximum discounts on parts as well as labor.
- 3.b The Area normally requires seventy-five percent of the fleet be available during weekends. Area has not experienced a problem with vehicle availability at any time during this week.
- 3.c.(1-6) The Area utilizes two separate car washes (Highland Springs Carwash & Hemet Carwash) for exterior washing and maintenance of the interior of the patrol vehicles. The car washes are strategically located in the Area to ensure minimum officer time is utilized in the process.

- 3.d.(1).a- The Area uses a "BO" Sheet for the purpose of documenting vehicle defects of all types. Officers will indicate on the "BO" sheet if the vehicle is unsafe to operate or can been driven until minor repairs can be made. The AT reviews the sheet at the beginning of his shift then arranges or makes the necessary repairs. The AT then determines if the vehicle is properly repaired and is safe to return to service. This system works well to ensure all deficiencies are addressed in a timely manner and to identify potentially unsafe vehicles are not driven.
- 3.d.(1)e The Area SOP requires that all vehicles involved in pursuits be immediately put out of service until a full safety inspection is can be conducted by the AT. The shift sergeant advises the AT via e-mail or a sergeant's log entry as well as the "BO" sheet indicating a vehicle has been involved in a pursuit.
- 4.a-b The AT closely monitors (using the Veeder-Root Monitor System) the fleets' mileage to ensure that vehicles maintain an equitable mileage accumulation and reach the projected 100,000 mile limit within a three year period. Vehicles with higher than anticipated miles are exchanged with vehicles at the Desert Hills Inspection Facility (Scales) to ensure effective mileage averaging and to eliminate the possibility that numerous vehicles do not run out at the same time.
- 4.c The AT provides Fleet Operations Section (FOS) with 45 days advance notice of a vehicle run-out as the respective vehicle reaches approximately 96,000 miles. This allows sufficient time to ensure that necessary repairs are completed before returning the vehicle to FOS. Prior to being returned, all Area vehicles are required a full inspection to ensure the vehicle is in good condition and properly equipped.
- 5.a The AT keeps his office in a tidy organized condition and has adequate room for current reference manuals, technical orders and bulletins.
- 5.b The Area has a modern two bay work area with more than adequate space for performing work on the fleet. The bays are kept in flawless condition and free of clutter. The bay floors have been sealed with an epoxy coating and are kept clean of vehicle fluids.

- 5.c-f The AT maintains a minimum of the tool inventory listed in HPM 31.1, Chapter 6. The tools are accessible to the AT when he is working on vehicles with tools being inventoried annually. During this interview, the AT indicated he has a sufficient supply of tools to perform required tasks and isn't in need of additional equipment. The auto bays, as well as the AT's office are secured at the end of each work shift. The AT and supervisors are the only employees with keys to the area.
- 6.a.(1-5) The majority of the parts and supplies are located upon shelves within the AT's area. There is adequate space on the shelves and the parts are neatly arranged and logically organized. Access to the area is limited to the AT and Area supervisors. The AT does not maintain a supply of vehicle batteries at the Area. Batteries are obtained and installed as needed, eliminating the need for storage or potential release of hazardous materials.
- 6.b-d The AT uses the Fleet Focus (FF) Program to mange his automotive parts and supplies as well as the tire inventory which allows him to maintain a reasonable number of replacement parts on-hand. Parts like water-pumps, air-conditioning condensers, starters, alternators, etc are provided to the particular vendor for installation as necessary.
- The tire inventory is monitored using the FF, as well as physical inventories. Tire requisitions through Purchasing Services Unit are submitted as needed. The tire inventory is stored in a secured out-building with the AT and Administrative Sergeant having the only access to the keys. The AT sends out the CHP 265 (Sale of Discarded Tires/Junk Batteries/Used Rotors) to all perspective bidders. The contract is then given to the highest bidder who has a current permit and is qualified for their removal.
- Area completes an inventory of all parts every two months as documented on the inventory sheet located on the clipboard in the AT's office. The inventory is conducted by the AT who is may be assisted by a Senior Volunteer.
- 7.a.(1-2) The fleet is normally fueled at the gas pumps located at the Area. Only under emergencies circumstances are the Voyager Credit cards used to fuel the units. Briefing items, as well the Area SOP address the need to only fuel at Area and under no circumstances are full service stations to be used.

- 7.b.(1-8) The fuel island is clean, organized and properly stocked. The fuel dispensers are maintained in good condition and are equipped with break-away couplers. The "Emergency Shut off Valve" is located on the exterior of the southwest out-building and is clearly visible from the fuel island. A fully charged fire extinguisher is mounted to the support pole located in the center of the island.
- 7.d Individual officers are responsible for fueling their assigned vehicles, checking the vital fluids, cleaning the vehicle's windshield at the end of each shift and proper documentation of the CHP 33.
- The Area's underground storage tanks are tested for leaks on a monthly basis and the meters are calibrated annually. The Area is equipped with an electronic key pad system that provides meter security as well as monitoring the amount of fuel being dispensed. The system will not activate unless the proper code is entered. Additionally, the system (Veeder-Root Monitor System) maintains an on-going record of individual fuel usage for each vehicle. When fuel levels in the tank reach 1,500 gallons or less, the AT will place an order for additional fuel with the contracted distributor. The AT physically measures the level of the tank before and after each delivery to ensure accuracy.
- 8.a The Area's Occupational Safety Supervisor conducts an inspection of the facility, including the AT's work area and office on a semi-annual basis. The findings are documented on a CHP 113(a) which are kept in file. A review of the past CHP 113's indicated no safety issues were observed in the vehicle bays or AT's office.
- 8.b (1-9) A physical inspection of the AT's work was conducted. The area was found to be neat, organized and in excellent condition. The floors are kept free of vehicle leaks and no safety concerns were noted. The vehicle bay contains a fully charged fire extinguisher which in mounted to the wall in plain view just outside the bay area. Masks and safety glasses were accessible and are being used routinely.

One of the two auto bays is equipped with an electric vehicle hoist which was tested and found to be good working condition.

8.c The AT has been in his current position for approximately six years. During this time he has not sustained a work related injury. The AT prides himself on his safety record and understands the importance of maintaining a safe work environment.

- 9.a An inspection of the fleet records indicate they are logically filed by highest mileage to lowest mileage in a filing cabinet located adjacent to the AT's desk. A review of the individual vehicle files revealed they are current and complete.
- 9.b A review of the FF document indicates they comply with the procedures contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.
- 9.c A current CHP 424 was reviewed and did not reveal any unusual repair patterns or duplicate services and that required service was conducted at proper mileage intervals.
- 9.d The AT's work efforts are extremely diligent using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty. The AT is aware purchasing vehicle parts with the Area credit card is strictly prohibited.
- 9.e When parts are supplied by the Area for needed repairs they are documented on the invoice (using Fleet Focus Program) and appropriately discounted from the total amount of the repairs.
- 9.f The AT maintains several binders in his office which contain fleet operation bulletins over the past several years.
- 10 a(1) A review of the last sixth months of CHP 33E's indicate discrepancies regarding the condition of the trucks and related equipment. Recently, the AT in conjunction with the Area's Maintenance Worker inspected and corrected these discrepancies. No unauthorized modifications to the vehicles within the Area's fleet were noted by the inspector or by the AT.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

	San Gorgonio Pass Area	Border	Chapter 6
ĺ	Inspected by: Sergeant Hal Bonilla		Date: 09-29-2009

Page 1 of 4

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.						
TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expende inspection: 20	d on the	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required:	Forwa	rd to:				
☐ Yes ☑ No Due D		ate:				
Chapter Inspection:						
Inspector's Comments Regar	Inspector's Comments Regarding Innovative Practices:					
None						
Command Suggestions for S	tatewic	le Improvement:				
None						
Inspector's Findings:						

The San Gorgonio Pass Area commander, Captain Ron Jones, is directly involved with the process of fleet management and oversight. The Area's Auto Technician (AT) Ron Torres is educated and very well qualified and has an extensive background in the field of auto mechanics and repair.

The AT is extremely diligent in using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty.

An inspection of the fleet records revealed that they are logically filed in marked individual unit binders on a shelf adjacent to the AT's desk. A review of theses binders revealed that they are current and complete.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: San Gorgonio Pass Area Division: Border Chapter: Chapter 6 Inspected by: Sergeant Hal Bonilla Date: 09-29-2009

Page 2 of 4

The AT uses the Fleet Focus (FF) Program to mange his automotive parts and supplies as well as the tire inventory which allows him to maintain a reasonable number of replacement parts on-hand. Parts like water-pumps, air-conditioning condensers, starters, alternators, etc are provided to the particular vendor for installation as necessary.

A review of the Fleet Focus documents indicated they comply with the procedure contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.

A review of the current CHP 424s was conducted and did not reveal any unusual repair patterns or duplicate services and that the required service was conducted at the proper mileage intervals.

A physical inspection of the AT's work was conducted. The area was found to be neat, organized and in impeccable condition. The floors are kept free of vehicle fluids and other obstructions. No safety concerns were alleged or noted.

The AT does not routinely attend staff meetings. Fleet related issues are normally addressed with the Administrative Sergeant, Dave Waters.

<u>Action Item</u>: In the future the AT will be scheduled to attend at least one staff meeting during the year to discuss or address any fleet related issues with Area supervisors and management.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 4

Command: San Gorgonio Pass Area	Division: Border	Chapter: Chapter 6
Inspected by: Sergeant Hal Bonilla		Date: 09-29-2009

Required Action	
Corrective Action Plan/Timeline	

	A6)	4
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.		00/10/00
(See HPM 9.1, Chapter 8 for appeal procedures.)		09/19/09
	INSPECTOR'S SIGNATURE	DATE
	DEUS	09/27/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee		LIM o o
☑ Concur ☐ Do not concur		10/3/09
	1 1 1 1 1	

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 4 of 4

Command:
San Gorgonio Pass
Area

Division:
Border
Chapter:
Chapter 6

Inspected by: Sergeant Hal Bonilla
Date: 09-29-2009

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Capistrano	Border	6	
Inspected by:		Date:	
G. Torres, #15	G. Torres, #15888		

Page 1 of 2

. 4.90 . 4. =				
INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection documents	on number. Under "Forw ent shall be utilized to doc	ard to:" enter the nex ument innovative pra	Il in the blanks as indicated. Enter the chapter at level of command where the document actices, suggestions for statewide a used if additional space is required.
TYPE OF INSPECTION Division Level Command L Executive Office Level	.evel	Total hours expended inspection: 6 hours	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ☑ No	Forwa Borde Due D 10/15/	r Division ate:		
Chapter Inspection: Inspector's Comments Regar	ding Ir	novative Practices		
Command Suggestions for St	tatewio	de Improvement:		
Inspector's Findings:				
All practices are in accordance	with e	established policies	and procedure	es.
Commander's Response: 💢	Conci	ır or 🗌 Do Not Con	cur (Do Not Conc	eur shall document basis for response)
etc.)	address	non concurrence by c	ommander (e.g., fi	ndings revised, findings unchanged,

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Capistrano	Border	6
Inspected by:		Date:
G. Torres, #15	5888	09/22/2009

Required Action	
Corrective Action Plan/Timeline	

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURES	DATE 04/30/09
	INSPECTOR'S SIGNATURE	DATE
	a Ton	092209
Reviewer discussed this report with employee	REVIEWER'S) SIGNATURE	DATE
Concur Do not concur	10/30/09	9/24/09

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
San Juan Capistrano	Border	690
EVALUATED BY		DATE
Acting Sergeant G. To	orres, #15888	09/22/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Correction Report BY RATION	COMMANDER'S REVIEW EVALUATED	All 15	DATE	
		cub / c	09	/30/05
line of accomplaint and appropriate life. for the	Yes	NO REQUÍRED	CORRECTED	
line of supervision and accountability for the	Area's fleet managemen	t?	✓ Yes	□No
commander involved and informed?	,		✓ Yes	□No
ne/she monitor invoices?			✓ Yes	□No
norized to approve invoices? The Adminis	strative Sergeant conduct	s the initial review and th	e final review	//approval is
by the Executive Lieutenant.				
kground experience of the Automotive Tech	nician (AT)? 30 years e	xperience as a certified at	utomotive me	chanic.
		31111		
nt instructions and training provided?			✓ Yes	□No
qualified mechanic at journey person level?			✓ Yes	□No
e attend training on new model vehicles?			✓ Yes	□No
T have good rapport with Area personnel ar	nd vendors?		✓ Yes	□No
T ensure vehicles are available at shift char	nge?		✓ Yes	□No
T periodically attend staff meetings?			✓ Yes	□No
T have ideas/suggestions for improving the	program?		✓ Yes	□No
itenance work is being done by the AT? Th	e ATs perform approxim	ately 90% of all schedule	d maintenanc	e.
10% of scheduled maintenance is conducte	ed by vendors under warra	anty coverage.		
ualified to perform maintenance and minor r	epairs?		✓ Yes	□No
duties are not being performed, why not?	N/A			
es or responsibilities are placed on the AT?			3	
	Yes	Mark and a second second	CORRECTED)
Class vehicles are assigned to the Area? 20				
uth d d ac iie a sh A A A iin y qu	d by the Executive Lieutenant. ackground experience of the Automotive Technical instructions and training provided? a qualified mechanic at journey person level? she attend training on new model vehicles? AT have good rapport with Area personnel ar AT ensure vehicles are available at shift char AT periodically attend staff meetings? AT have ideas/suggestions for improving the intenance work is being done by the AT? The y 10% of scheduled maintenance is conducted qualified to perform maintenance and minor reseduties are not being performed, why not? ties or responsibilities are placed on the AT?	ackground experience of the Automotive Technician (AT)? 30 years existent instructions and training provided? a qualified mechanic at journey person level? she attend training on new model vehicles? AT have good rapport with Area personnel and vendors? AT ensure vehicles are available at shift change? AT have ideas/suggestions for improving the program? intenance work is being done by the AT? The ATs perform approxim y 10% of scheduled maintenance is conducted by vendors under warraqualified to perform maintenance and minor repairs? se duties are not being performed, why not? N/A ties or responsibilities are placed on the AT?	thorized to approve invoices? The Administrative Sergeant conducts the initial review and the dot by the Executive Lieutenant. ackground experience of the Automotive Technician (AT)? 30 years experience as a certified and itent instructions and training provided? a qualified mechanic at journey person level? she attend training on new model vehicles? AT have good rapport with Area personnel and vendors? AT ensure vehicles are available at shift change? AT periodically attend staff meetings? AT have ideas/suggestions for improving the program? intenance work is being done by the AT? The ATs perform approximately 90% of all schedule by 10% of scheduled maintenance is conducted by vendors under warranty coverage. qualified to perform maintenance and minor repairs? se duties are not being performed, why not? N/A ties or responsibilities are placed on the AT?	thorized to approve invoices? The Administrative Sergeant conducts the initial review and the final review d by the Executive Lieutenant. ackground experience of the Automotive Technician (AT)? 30 years experience as a certified automotive medient instructions and training provided? a qualified mechanic at journey person level? At have good rapport with Area personnel and vendors? At have good rapport with Area personnel and vendors? At periodically attend staff meetings? At have ideas/suggestions for improving the program? At have ideas/suggestions for improving the program

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1)	Is there an unmarked patrol vehicle assigned for the	e commander?		✓ Yes	□No
	(2)	2) If the number of vehicles assigned is in excess of the	e formula, what justificatio	n has been made? N/A		
_						
D	-	Are there procedures in place to ensure there are suffici			✓ Yes	□No
	(1)	Are officers allowed to perform minor corrections in		on the road?	Yes	☑ No
_		(a) Is there a supply of tools and minor equipment			✓ Yes	□ No
С	. W	What is the justification for any vehicle kept at employee	s homes after duty hours?	N/A		
d	. W	Who does the commander allow to ride in vehicles? Ca	det applicants, Allied Age	encies, CHP PSD and Media	1.0	
	(1)	1) Do supervisors use the CHP 428, Release and Wai	ver of Liability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period			✓ Yes	□No
. 8	ERV	VICE ARRANGEMENTS	Yes	No REQUIRED	CORRECTE)
	. W	What vendors are being used for servicing or repairing v	vehicles? Ford/Lincoln/M	Mercury dealers for all warra	inty work.	
а						
а						
а	(1)	Are they authorized dealers?			✓ Yes	□No
а	(1)		or? ATs inspect the vend	dor's facilities, check on the		
a				dor's facilities, check on the		
a	(2)	What process was used in selecting a service vender	ask pricing.	dor's facilities, check on the		
a	(2)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta	ask pricing.	dor's facilities, check on the		ualifica
a	(2)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (In a) Are discounts given on parts?	ask pricing. Ford)	dor's facilities, check on the	mechanic's q	ualifica
a	(2)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (In (a) Are discounts given on parts? 4) Has the command shopped for the most cost effections.	sk pricing. Ford) ive vendors?		mechanic's q	ualifica
a	(3)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (In (a) Are discounts given on parts? 4) Has the command shopped for the most cost effection of the Area constantly change vendors, or work a long-term relationships?	ask pricing. Ford) ive vendors? out problems in order to m	aintain good	mechanic's q ✓ Yes ✓ Yes	ualifica
	(2) (3) (4) (5)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (In (a) Are discounts given on parts? 4) Has the command shopped for the most cost effection. 5) Does the Area constantly change vendors, or work a long-term relationships?	ask pricing. Ford) ive vendors? out problems in order to m s Management Manual, wi	aintain good hen making purchases?	mechanic's q ✓ Yes ✓ Yes ✓ Yes	□ No qualifica □ No □ No □ No □ No □ No
	(2) (3) (4) (5) (6)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (In (a) Are discounts given on parts? 4) Has the command shopped for the most cost effection. 5) Does the Area constantly change vendors, or work a long-term relationships? 6) Does the AT adhere to policy in HPM 11.2, Material	ask pricing. Ford) ive vendors? out problems in order to m s Management Manual, we be immented with weekend m	aintain good hen making purchases?	mechanic's q ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
	(2) (3) (4) (5) (6)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (In (a) Are discounts given on parts? 4) Has the command shopped for the most cost effection. 5) Does the Area constantly change vendors, or work a long-term relationships? 6) Does the AT adhere to policy in HPM 11.2, Material of vehicle availability has been a problem, has Area expenditure.	ask pricing. Ford) ive vendors? out problems in order to m s Management Manual, we be immented with weekend m	aintain good hen making purchases?	mechanic's q ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
	(2) (3) (4) (5) (6) (1) (2)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (1) (a) Are discounts given on parts? 4) Has the command shopped for the most cost effection of the Area constantly change vendors, or work long-term relationships? 5) Does the AT adhere to policy in HPM 11.2, Material of vehicle availability has been a problem, has Area expenditured.	ive vendors? out problems in order to m s Management Manual, will erimented with weekend m	aintain good hen making purchases?	mechanic's q ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
	(2) (3) (4) (5) (6) (1) (2)	and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (I (a) Are discounts given on parts? 4) Has the command shopped for the most cost effection 5) Does the Area constantly change vendors, or work long-term relationships? 6) Does the AT adhere to policy in HPM 11.2, Material fivehicle availability has been a problem, has Area expension 1) What percentage of the fleet is needed on weekend 2) Are there shortages of vehicles on Mondays?	ask pricing. Ford) ive vendors? out problems in order to m s Management Manual, will erimented with weekend m s? 25% d most effectively?	aintain good hen making purchases?	mechanic's q ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No
b	(2) (3) (4) (5) (6) (1) (2) (3)	2) What process was used in selecting a service vendor and verify the types of services available and job/ta 3) What are the hourly rates being charged? \$90.00 (I (a) Are discounts given on parts? 4) Has the command shopped for the most cost effection being the Area constantly change vendors, or work long-term relationships? 5) Does the AT adhere to policy in HPM 11.2, Material fivehicle availability has been a problem, has Area expension where the process of the fleet is needed on weekend 2) Are there shortages of vehicles on Mondays? 3) If more than one AT, are their hours/days scheduled.	ask pricing. Ford) ive vendors? out problems in order to m s Management Manual, will erimented with weekend m s? 25% d most effectively? periods?	aintain good hen making purchases?	rechanic's q	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

		_					
	(2)	ls t	he Area's vehicle washing procedure practical and econor	mical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3)	ls t	here more than one car wash facility available?			✓ Yes	□No
	(4)	Are	vehicles being excessively washed or detailed?			Yes	✓ No
	(5)	Doe	es the Area have a maintenance worker or janitor wash ca	ars?		☐ Yes	☑ No
	(6)	ls tl	here any other program that can be of assistance in wash	ing cars?		☐ Yes	☑ No
d.	Hov	/ do	officers report defective equipment? Documentation is	completed on the CHP	33B assigned to the pat	rol vehicle	and on an
	Are	a ge	enerated "B.O. sheet",				
	(1)	Wh	o is authorized to declare a vehicle unsafe for patrol? A	Il operators of a patrol	vehicle, ATs and superv	isors/mana	igers.
		(a)	Who determines when a vehicle is safe after repair or ch	ecking of defects? AT			
		(b)	Does he/she sign off the report form and indicate what h	as been done?		☐ Yes	✓ No
		(c)	Is this system effective?		110	✓ Yes	□No
		(d)	How long are records kept? 3 years.			7.11	
		(e)	Is there a system in place to check vehicles for defects a	after high speed pursuits	5?	✓ Yes	□No
4. M	WILEAGE MANAGEMENT EVALUATED Yes No					CORRECTED	
a.	Doe	s Ar	rea have a system to ensure equitable mileage accumulat		INO	✓ Yes	□No
			vehicles run out in the same order they are received?			✓ Yes	□No
			nere an appropriate spread of odometer readings so that	vehicles are run out at r	egular intervals?	✓ Yes	□No
-		_	If not, can adjustments be made to accomplish this?			Yes	□No
b.	Hov		e adjustments to mileage accomplished? N/A				
	(1)	Do	field supervisors and officers understand their responsibil	ity in vehicle assignmen	ts?	✓ Yes	□No
			es the AT understand what is required?			✓ Yes	□No
			es the Area have a "personalized vehicle assignment" pro	gram?		✓ Yes	□No
		_		o impact on mileage av	eraging as the patrol ve	nicles are r	otated
-			throughout all shifts.				
				211			
C.	How	doe	es the Area project run outs? The ATs monitor each pat	rol vehicle's mileage.	At 95,000 miles, the AT	s will initia	nte the
			I paperwork to FOS.		,		
					ne-iriier		
	(1)	ls F	OS provided 30-45 days advance notice?			✓ Yes	□No
	V-7						
				+			

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)	What has been the condition of vehicles returned to FOS?	Good to above-a	verage.		
	(3)	Are the right equipment options completed?			√ Yes	□No
5. A		MOTIVE WORK AREA/EQUIPMENT	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
а	. Is t	there adequate space and comfort in the AT office?	10.54	1.00	✓ Yes	□No
	(1)	Is the office arranged neatly, and are all bulletins and manu	uals current?		✓ Yes	□No
*	(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	. Is t	the space for working on vehicles adequate?			✓ Yes	□No
	(1)	Is it clean and organized?			✓ Yes	□No
C.	c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?					□No
	(1)	Is there an inventory?		***	✓ Yes	□No
		(a) When was it last checked?			✓ Yes	□No
	(2)	Are the tools located where they can be easily accessed by	y the AT when wo	king on vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?			✓ Yes	□No
		(b) Is there security for the tools when the AT is not prese	nt?		✓ Yes	□No
		(c) Who has access to the tools?			✓ Yes	□No
d.	Do	es the AT have the equipment necessary to perform all requ	ired tasks?		✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?			✓ Yes	□No
e.	ls t	he equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?			☐ Yes	√ No
f.	Are	there additional tools or items of equipment needed?			✓ Yes	□No
	(1)	Could the AT be more effective if they were available?			✓ Yes	□No
	(2)	Can they and/or have they been requisitioned or requested	1?		✓ Yes	□No
6. T	IRES	, PARTS AND SUPPLIES	Yes	ACTION REQUIRED	CORRECTED)
а.	ls t	he space provided for parts and supplies adequate?		1	✓ Yes	□No
	(1)	If not, can more space be provided?			Yes	□No
	(2)	Is the space neatly and logically organized?			✓ Yes	□No
	(3)	Is there adequate security?			✓ Yes	□No
	(4)	Who has access to the parts/supplies? ATs and supervis	ors/managers.			
	(5)	Are batteries stored in a dry location, off the cement floor?			☐ Yes	☑ No
		automotive parts and supplies inventoried and maintained i	n Fleet Focus (FF) as required?	✓ Yes	□ No
D.	Are	s automotive parts and supplies inventoried and maintained i	n rieet Fucus (FF	, as required?	[<u>▼</u>] 168	□ NO

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

C.	Are reasonable numbers of parts/supplies stocked?		✓ Yes	□No
	(1) Are there obsolete parts on hand?		✓ Yes	□ No
d.	Does Area stock parts/supplies purchased by the Dep	partment, and provide them to the vendor for installation?	Yes	□No
e.	. Are adequate records maintained for tires, and are all	tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and order Business Services Section?	red through the Purchasing Services Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping	?	✓ Yes	□No
	(a) Are records reviewed by management?		✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misu-	se?	✓ Yes	□No
	(a) How are tires stored? On a tire rack (secu	ured with chain and lock).		
	(4) Is access to the tires restricted to the AT and his/	her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a sto	ock of tires?	☐ Yes	✓ No
	(6) Does it appear tires are being replaced premature	ely?	☐ Yes	✓No
	(7) Are adequate records maintained for used tires?			□No
	(a) Is the disposition of used tires within policy?		✓ Yes	□No
f.	How are old tires/batteries disposed of? State contri	acted recycling vendors.		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Use	ed Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset	installation costs?	☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal	contract being met?	✓ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as re	equired?	✓ Yes	□No
	(1) Are all containers (other that the original) contain	ing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories an	nd supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Administrative Serg	geant.		
		EVALUATED ACTION REQUIRED	CORRECTE	D
	UEL DISPENSING FACILITY	Yes No		
а.	Normally, is all fuel used by departmental personnel command location?	dispensed through the fuel facility at the	✓ Yes	□No
	(1) What procedures have been established for purc	hasing fuel from service stations in emergencies? Voy	ager card.	
	(a) Is self-service or full-service used? Self-service	vice.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP	453F (Rev. 6-06) OPI 009		
	(2) Is there a written policy, and is it complied with?	√ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	 ✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	✓ No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	√ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Patrol vehicle operators.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? ATs and Administrative Sergeant.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Area generated log maintained at the fuel	island.	
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? June, 2009.		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Every 4 weeks.		
	(2) At what level is it refilled? The fuel storage tank limit is 12,000 gallons and is refilled at the 1,500 gallon le	evel with 8,	500 gallons.
i.	How does the Area secure the fuel pumps when they are not in use? Locked gate and locked nozzles.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	√ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

ο (SAE	ETY	EVALUATED	ACTION REQUIRED	CORRECTED	8
· ·	J/1	hol to	Yes	No		
a	a. C	Does the Area conduct an inspection of the facility twice each yea	r to detect safety hazar	ds?	✓ Yes	□ No
	(′	Are the AT's work areas inspected?			✓ Yes	□No
k	ο. Δ	Are there possible unsafe conditions within the AT's work areas?			✓ Yes	□No
	(′	1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2	2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No
	(3	3) Are fire extinguishers charged, inspected and of the proper ty	rpe?		✓ Yes	□No
	(4	4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
	(5	5) Are there loose items on the floor?			☐ Yes	☑ No
	(6	6) Is the bench grinder firmly affixed, and are there safety glasse	es available?		✓ Yes	□No
	(a) Are they worn by the AT?				✓ Yes	□No
	(7	7) Is the battery charger in a safe place?			✓ Yes	□No
	(8	B) Are masks available for AT's to wear when servicing brakes?			✓ Yes	□No
		(a) If yes, are they worn?			✓ Yes	□No
	(9	Are jack stands properly utilized?			✓ Yes	□No
C	. V	What is the Area occupational safety record as it relates to fleet m	nanagement? No prev	entable traffic collisions	s/preventab	le injuries.
	(1	Have any injuries been prevented with an improved safety av	vareness program?		✓ Yes	□No
9.	VEH	HICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED	
а	. A	re fleet records logically filed?			✓ Yes	□No
	(1	I) Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No
	(2	Do files contain all required documents?			✓ Yes	□No
		(a) If documents are not in files, where are they located?	I/A			
b	. D	o the Fleet Focus (FF) documents comply with the instructions in	n HPM 31.1, Fleet Oper	rations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2	2) Who reviews the FF reports? Administrative Sergeant.				
	(3	B) How is the information used in Area's fleet administration? $ { m T}$	he information provide	es required guidelines to	effectively	y manage
		fleet operations.				
С	. Is	the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or dupl	licate services?		☐ Yes	☑ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2) Have required services been done at the proper mileage?		127	✓ Yes	□No
d	. Is the Area using the most effective and economical method of r	repairing/maintainir	ng the fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3) Is work being done by vendors that should be done by the A	AT?		☐ Yes	√ No
	(4) Are there any warranty problems?			☐ Yes	√ No
	(a) If so, are they being resolved?			☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	✓ No
	(6) Does the commander or his/her designee review and/or app	prove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval	indicated on the in	voice? All limits are estable	ished by Cal	Card and/or
	Area petty cash guidelines. Invoice approval is indicate	ed by an Area appi	oval stamp.		
е.	Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to the A	T?		✓ Yes	□No
10.	CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED	CORRECTED	>
—— а.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are			Yes	✓ No
	(1) Have any unauthorized modifications been made on vehicle	es?		☐ Yes	✓ No
11.	MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED)
	Is the Area commander involved and kept informed of motorcycl	No le denloyment, nes	N/A	☐ Yes	No
u.	(1) Are the program objectives clearly understood by the commit			☐ Yes	□ No
-	(2) Does the Area have an up-to-date SOP relating to motorcyc			☐ Yes	□ No
b.			t Operations Bulletins?	☐ Yes	□No
	(1) Are motorcycles being used on beats with predominantly high			☐ Yes	□ No
			•	☐ Yes	□ No
	(3) Are motorcycles used for special duty officer transportation: (3) Are motorcycles parked at the Area office during vacations		off?	☐ Yes	□ No
	Are Fleet Operations Bulletins pertaining to motorcycles filed tog		5 011?	Yes	□ No
C.					
-	(1) What system is in place to verify understanding and complia	ance r			
	(2) Are Bulletins discussed with riders?			☐ Yes	□ No
д	What type of active safety program does the Area have?				
٠.	yps at same asiay program dood mornion have.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
e.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	ls t	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i.	. Wh	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	Is service up-do-date?	☐ Yes	□No
k		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	☐Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
l.		zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

Memorandum

Date:

October 8, 2009

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Otay Mesa Inspection Facility

File No.:

646.11334

Subject:

INFORMAL EVALUATION - CHAPTER 6, FLEET MANAGEMENT

Please find attached Area Management Evaluation, Chapter 6, Fleet Management,

for the El Cajon Area office.

H. HENDRICKSON, #11334

Sergeant

Attachments

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

CHP 453F (Rev. 6-06) Page 1 of 10

El Cajon Border 680

EVALUATED BY DATE
Sergeant H. Hendrickson, #11334 09/24/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☑ Informal Evaluation	SUSPENSE DATE NOV 20, 2009	
FOLLOW-UP REQUIRED Correction Report Yes No BY	COMMANDER'S REVIEW Lumpler	10/20/09
1. AREA ADMINISTRATION	EVALUATED ACTION REQUIRED X	CORRECTED
a. Is there a clear line of supervision and accountability for the Ar	rea's fleet management?	✓ Yes □ No
(1) Is the Area commander involved and informed?		☑ Yes ☐ No
(a) Does he/she monitor invoices?		☑ Yes ☐ No
(2) Who is authorized to approve invoices? See attached Ex	cceptions Document	
b. What is the background experience of the Automotive Technic	ian (AT)? See attached Exceptions Document	
(1) Are sufficient instructions and training provided?		☑ Yes ☐ No
(2) Is he/she a qualified mechanic at journey person level?		✓ Yes ☐ No
(3) Does he/she attend training on new model vehicles?		☑ Yes ☐ No
(4) Does the AT have good rapport with Area personnel and v	vendors?	✓ Yes □ No
(5) Does the AT ensure vehicles are available at shift change?	?	☑ Yes □ No
(6) Does the AT periodically attend staff meetings?		☐ Yes ✓ No
(7) Does the AT have ideas/suggestions for improving the pro	gram?	☑ Yes □ No
c. How much maintenance work is being done by the AT? See at	ttached Exceptions Document	
(1) Is he/she qualified to perform maintenance and minor repa	airs?	☑ Yes □ No
(a) If these duties are not being performed, why not?		
d. What other duties or responsibilities are placed on the AT? S	ee attached Exceptions Document	
. VEHICLE USE	EVALUATED ACTION REQUIRED X	CORRECTED
a. How many "E" Class vehicles are assigned to the Area? See at	ttached Exceptions Document	

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	453F (Rev. 6-06) OPI 009				
	(1) Is there an unmarked patrol vehicle assigned for the c	ommander?		✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the	formula, what justification	has been made? N/A		
b.	Are there procedures in place to ensure there are sufficien	t vehicles available at the	beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in ore	der to keep the vehicles of	on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment av	ailable?		✓ Yes	□No
c.	What is the justification for any vehicle kept at employees h	nomes after duty hours?	See attached Exceptions D	ocument	
d.	Who does the commander allow to ride in vehicles? See a	attached Exceptions Docu	iment		
	(1) Do supervisors use the CHP 428, Release and Waive	r of Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of	time?		✓ Yes	□No
SE	ERVICE ARRANGEMENTS	EVALUATED X	ACTION REQUIRED	CORRECTED)
a.	What vendors are being used for servicing or repairing veh	sicles? See attached Exc	eptions Document		
	(1) Are they authorized dealers?			✓ Yes	□No
	(2) What process was used in colouting a continuous				
	(2) What process was used in selecting a service vendor?	See attached Exception	ns Document		
	(3) What are the hourly rates being charged? See attached		ns Document		
			ns Document	✓ Yes	□No
	(3) What are the hourly rates being charged? See attached	d Exceptions Document	ns Document	✓ Yes ✓ Yes	□ No
	(3) What are the hourly rates being charged? See attached (a) Are discounts given on parts?	d Exceptions Document vendors?			
	 (3) What are the hourly rates being charged? See attached (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective (5) Does the Area constantly change vendors, or work out 	d Exceptions Document vendors? t problems in order to ma	intain good	✓ Yes	□ No
	 (3) What are the hourly rates being charged? See attached (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective (5) Does the Area constantly change vendors, or work out long-term relationships? 	d Exceptions Document vendors? t problems in order to ma	intain good en making purchases?	✓ Yes	□ No
).	 (3) What are the hourly rates being charged? See attached (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective (5) Does the Area constantly change vendors, or work out long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Mater	d Exceptions Document vendors? t problems in order to ma Management Manual, who	intain good en making purchases? intenance?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
).	 (3) What are the hourly rates being charged? See attached (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective (5) Does the Area constantly change vendors, or work out long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Modern of the same problem, has Area experimental and the same problem. 	d Exceptions Document vendors? t problems in order to ma Management Manual, who	intain good en making purchases? intenance?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
).	 (3) What are the hourly rates being charged? See attached (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective (5) Does the Area constantly change vendors, or work out long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials Materials (1) What percentage of the fleet is needed on weekends? 	d Exceptions Document vendors? t problems in order to ma Management Manual, who nented with weekend ma See attached Exceptions	intain good en making purchases? intenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
o.	 (3) What are the hourly rates being charged? See attached (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective (5) Does the Area constantly change vendors, or work out long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the fleet availability has been a problem, has Area experimental (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? 	d Exceptions Document vendors? t problems in order to ma Management Manual, who nented with weekend ma See attached Exceptions nost effectively?	intain good en making purchases? intenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
b.	 (3) What are the hourly rates being charged? See attached (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective (5) Does the Area constantly change vendors, or work out long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials of the fleet availability has been a problem, has Area expering (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled materials 	d Exceptions Document vendors? t problems in order to ma Management Manual, who nented with weekend ma See attached Exceptions nost effectively?	intain good en making purchases? intenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

			·				
	(2)	ls t	he Area's vehicle washing procedure practical and econo	omical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3)	ls t	here more than one car wash facility available?			✓ Yes	□No
	(4)	Are	e vehicles being excessively washed or detailed?			Yes	☑ No
***	(5)	Do	es the Area have a maintenance worker or janitor wash o	cars?		✓ Yes	□No
	(6)	ls t	here any other program that can be of assistance in was	hing cars?		☐ Yes	✓ No
d.	Но	w do	EVALUATED Who are a system in place to check vehicles for defects after high speed pursuits? Who are a system to ensure equitable mileage accumulation on all vehicles? AGEMENT Who are a system to ensure equitable mileage accumulation on all vehicles? In appropriate spread of odometer readings so that vehicles are run out at regular intervals? In yes ACT understand what is required? ACT understand what i				
	(1)	Wh	no is authorized to declare a vehicle unsafe for patrol?	See attached Exceptions	Document	- 10	
		(a)	Who determines when a vehicle is safe after repair or o	hecking of defects? See	attached Exceptions Do	cument	
		(b)	Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□No
		(c)	Is this system effective?			✓ Yes	□No
		(d)	How long are records kept? See attached Exceptions I	Document			
		(e)	Is there a system in place to check vehicles for defects	after high speed pursuits	5?	✓ Yes	□No
4. M	ILEA	GE	MANAGEMENT		ACTION REQUIRED	CORRECTED)
<u>а</u> .	Do	es A	rea have a system to ensure equitable mileage accumula			✓ Yes	☐ No
	(1)	Are	vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	ls t	here an appropriate spread of odometer readings so that	vehicles are run out at r	egular intervals?	✓ Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			Yes	□No
b.	Ho	w are	e adjustments to mileage accomplished? See attached l	Exceptions Document			
	(1)	Do	field supervisors and officers understand their responsib	ility in vehicle assignmer	its?	√ Yes	□No
	(2)	Doe	es the AT understand what is required?			✓ Yes	□No
	(3)	Doe	es the Area have a "personalized vehicle assignment" pr	ogram?		✓ Yes	□No
		(a)	If so, how does it effect mileage averaging? See attact	hed Exceptions Docume	nt		
C.	Hov	v do	es the Area project run outs? See attached Exceptions	Document			
	(1)	ls F	OS provided 30-45 days advance notice?			✓ Yes	□No

FLEET MANAGEMENT

-			_	0-00) OF 1 009	_					
((2)	Wh	at	at has been the condition of vehicles returned to FOS	S?	See attached Exc	eptions	Document		
	(3)	Аге	e tl	the right equipment options completed?					✓Yes	□No
			_			EVALUATED X	-	ACTION REQUIRED	CORRECTED	
ı. İ	ls th	nere	а	adequate space and comfort in the AT office?					✓ Yes	□No
((1)	Is t	he	e office arranged neatly, and are all bulletins and m	anu	als current?			☐Yes	☑ No
((2)	Doe	es	s the AT maintain a service and flat rate manual?					✓ Yes	□No
	ls th	ne sp	ра	ace for working on vehicles adequate?					✓ Yes	□No
((1)	ls it	t c	clean and organized?					✓ Yes	□No
. 1	Doe	s th	e	AT have the supply of tools listed in HPM 31.1, Fle	et C	perations Manua	I, Chap	ter 6?	✓ Yes	□No
((1)	ls th	he	ere an inventory?					✓ Yes	□No
		(a)	\	When was it last checked?					☐ Yes	□No
((2)	Are	tl	the tools located where they can be easily accessed	d by	the AT when wor	king on	vehicles?	✓ Yes	□No
		(a)	F	Are they clean and properly maintained?					✓ Yes	□No
		(b)	ı	Is there security for the tools when the AT is not pre	eser	it?			✓ Yes	□No
		(c)	٧	Who has access to the tools?					☐ Yes	□No
. [Doe	s th	e	AT have the equipment necessary to perform all re	qui	ed tasks?			✓ Yes	□No
((1)	If no	ot,	t, has it been budgeted for and/or ordered?					Yes	□No
. 1	is th	ne ed	qu	uipment neat, clean and in good repair?					✓ Yes	□ No
((1)	Hav	/e	e replacements been planned and budgeted for?					☐Yes	☑ No
Д	\re t	there	е а	additional tools or items of equipment needed?					☐ Yes	☑ No
((1)	Cou	ılc	d the AT be more effective if they were available?					☐ Yes	□No
((2)	Car	ı t	they and/or have they been requisitioned or reques	teď	?			☐Yes	□No
IRE	ES,	PAF	R1	TS AND SUPPLIES		EVALUATED		ACTION REQUIRED	CORRECTED	
. 1	ls th	ne sp	oa.	ace provided for parts and supplies adequate?					✓ Yes	□No
((1)	If no	ot,	t, can more space be provided?					☐ Yes	□No
((2)	Is th	ne	e space neatly and logically organized?					✓ Yes	□No
((3)	ls th	ne	ere adequate security?					✓ Yes	□No
(-	4)	Who	0	has access to the parts/supplies? See attached E	xce	ptions Document				
(5)	Are	b	patteries stored in a dry location, off the cement floo	г?				☐Yes	□No
. /	Are :	auto	om	notive parts and supplies inventoried and maintaine	ed ir	Fleet Focus (FF)	as req	uired?	✓ Yes	□No
		(3) AUTOR (1) (2) (3) (1) (2) (1) (2) (1) (2) (1) (2) (1) (2) (1) (2) (1) (2) (1) (2) (1) (2) (3) (4) (5)	(3) Are AUTOMOT I. Is there (1) Is t (2) Do I. Is the s (1) Is t (2) Are (a) (b) (c) (b) (c) Does th (1) If n Is the en (1) Hav Are there (1) Cou (2) Car IRES, PAI Is the sp (1) If n (2) Is t (3) Is t (4) Wh	(3) Are AUTOMOTI 1. Is there a (1) Is th (2) Doe 1. Is the sp (1) Is it (2) Are it (3) (4) Coul (5) Are it (1) If not (2) Can (1) If not (2) Can (1) If not (2) Can (1) If not (2) Is the (3) Is the (4) Who (5) Are it	(3) Are the right equipment options completed? AUTOMOTIVE WORK AREA/EQUIPMENT Is there adequate space and comfort in the AT office? (1) Is the office arranged neatly, and are all bulletins and m (2) Does the AT maintain a service and flat rate manual? Is the space for working on vehicles adequate? (1) Is it clean and organized? Does the AT have the supply of tools listed in HPM 31.1, Fle (1) Is there an inventory? (a) When was it last checked? (2) Are the tools located where they can be easily accessed (a) Are they clean and properly maintained? (b) Is there security for the tools when the AT is not pre (c) Who has access to the tools? Does the AT have the equipment necessary to perform all re (1) If not, has it been budgeted for and/or ordered? Is the equipment neat, clean and in good repair? (1) Have replacements been planned and budgeted for? Are there additional tools or items of equipment needed? (1) Could the AT be more effective if they were available? (2) Can they and/or have they been requisitioned or request in the space provided for parts and supplies adequate? (1) If not, can more space be provided? (2) Is the space neatly and logically organized? (3) Is there adequate security? (4) Who has access to the parts/supplies? See attached E	(3) Are the right equipment options completed? AUTOMOTIVE WORK AREA/EQUIPMENT Is there adequate space and comfort in the AT office? 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IRES, PARTS AND SUPPLIES Is the space provided for parts and supplies adequate? (1) If not, can more space be provided? (2) Is the space neatly and logically organized? (3) Is there adequate security? (4) Who has access to the parts/supplies? See attached Exce	(3) Are the right equipment options completed? **NOTOMOTIVE WORK AREA/EQUIPMENT** **Is there adequate space and comfort in the AT office? (1) Is the office arranged neatly, and are all bulletins and manuals current? (2) Does the AT maintain a service and flat rate manual? **Is the space for working on vehicles adequate? (1) Is it clean and organized? **Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manua. (1) Is there an inventory? (a) When was it last checked? (2) Are the tools located where they can be easily accessed by the AT when wor. (a) Are they clean and properly maintained? (b) Is there security for the tools when the AT is not present? (c) Who has access to the tools? Does the AT have the equipment necessary to perform all required tasks? (1) If not, has it been budgeted for and/or ordered? Is the equipment neat, clean and in good repair? (1) Have replacements been planned and budgeted for? Are there additional tools or items of equipment needed? (1) Could the AT be more effective if they were available? (2) Can they and/or have they been requisitioned or requested? IRES, PARTS AND SUPPLIES Is the space provided for parts and supplies adequate? (1) If not, can more space be provided? (2) Is the space neatly and logically organized? (3) Is there adequate security? (4) Who has access to the parts/supplies? See attached Exceptions Document.	(3) Are the right equipment options completed? **NUTOMOTIVE WORK AREA/EQUIPMENT** **Is there adequate space and comfort in the AT office?* (1) Is the office arranged neatly, and are all bulletins and manuals current? (2) Does the AT maintain a service and flat rate manual? . Is the space for working on vehicles adequate? (1) Is it clean and organized? . Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chap (1) Is there an inventory? (a) When was it tast checked? (2) Are the tools located where they can be easily accessed by the AT when working on (a) Are they clean and properly maintained? (b) Is there security for the tools when the AT is not present? (c) Who has access to the tools? Does the AT have the equipment necessary to perform all required tasks? (1) If not, has it been budgeted for and/or ordered? . Is the equipment neat, clean and in good repair? (1) Have replacements been planned and budgeted for? Are there additional tools or items of equipment needed? (1) Could the AT be more effective if they were available? (2) Can they and/or have they been requisitioned or requested? IRES, PARTS AND SUPPLIES Is the space provided for parts and supplies adequate? (1) If not, can more space be provided? (2) Is the space neatly and logically organized? (3) Is there adequate security? (4) Who has access to the parts/supplies? See attached Exceptions Document	ACTION REQUIRED X ACTION REQUIR	(3) Are the right equipment options completed? Yes CATION REQUIRED CORRECTED X X X X X X X X X

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С	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	✓ Yes	□No
d	. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
e	. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	☐ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? See attached Exceptions Document		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	Yes	☑ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐Yes	☑ No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	☑ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? See attached Exceptions Document		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? See attached Exceptions Document		
7. F	UEL DISPENSING FACILITY EVALUATED ACTION REQUIRED X	CORRECTED)
a	No. 11 to 11 to 1 to 1 to 1 to 1 to 1 to	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
	See attached Exceptions Document		
	(a) Is self-service or full-service used? See attached Exceptions Document		

FLEET MANAGEMENT

	(2) Is there a written policy, and is it complied with?	✓ Yes	
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	 Yes	 ☑ No
	(2) Are fuel, water and air hoses in good repair?	 ✓ Yes	
-	(3) Is the break-away coupler installed?	 ✓ Yes	
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	 □ No
	(5) Is there a clean oil storage rack?	✓ Yes	 □ No
	(6) Is the lighting adequate?	✓ Yes	
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	 □ No
-	(8) Have problems been reported to Facilities Section?	Yes	☑ No
	1. 1	✓ Yes	□ No
C.			
d.	(1) Are fluids and tires checked during fueling?	Yes	☑ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? See attached Exceptions Document		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? See attached Exceptions Document		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? See attached Exceptions Document		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? See attached Exceptions Document		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? See attached Exceptions Document		
	(2) At what level is it refilled? See attached Exceptions Document		
i.	How does the Area secure the fuel pumps when they are not in use? See attached Exceptions Document		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	☐Yes	☑ No

FLEET MANAGEMENT

8. S	AFETY	EVALUATED	ACTION REQUIRED X	CORRECTED	
а	. Does the Area conduct an inspection of the facility twice each ye	82		✓ Yes	□No
_	(1) Are the AT's work areas inspected?			✓ Yes	□No
b	. Are there possible unsafe conditions within the AT's work areas?			✓ Yes	□No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No
	(3) Are fire extinguishers charged, inspected and of the proper t	ype?		☐ Yes	☑ No
-	(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
	(5) Are there loose items on the floor?			☐Yes	☑ No
	(6) Is the bench grinder firmly affixed, and are there safety glass	es available?		✓ Yes	□No
	(a) Are they worn by the AT?			✓ Yes	□No
	(7) Is the battery charger in a safe place?			✓ Yes	□No
1	(8) Are masks available for AT's to wear when servicing brakes?)		✓ Yes	□No
	(a) If yes, are they worn?			✓ Yes	□No
	(9) Are jack stands properly utilized?			✓ Yes	□No
C.	What is the Area occupational safety record as it relates to fleet r	nanagement? Se	e attached Exceptions Doc	ument	
	(1) Have any injuries been prevented with an improved safety at			✓ Yes	□No
9. \	/EHICLE RECORDS AND MAINTENANCE	X	ACTION REQUIRED	CORRECTED	
а	Are fleet records logically filed?			✓ Yes	□No
	(1) Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located?				
b.	Do the Fleet Focus (FF) documents comply with the instructions	n HPM 31.1, Flee	t Operations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? See attached Exceptions Docu	ment			
	(3) How is the information used in Area's fleet administration?	See attached Exce	ptions Document		
С.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or dup	licate services?		Yes	☑ No

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HP.	453F (Rev. 6-06) OPI 009				
	(2) Have required services been done at the proper mileage?			√ Yes	☐ No
d.	Is the Area using the most effective and economical method of r	repairing/maintaining the	fleet?	☐Yes	✓ No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	☐ No
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3) Is work being done by vendors that should be done by the A	AT?		✓ Yes	☐ No
	(4) Are there any warranty problems?			☐ Yes	☑ No
	(a) If so, are they being resolved?			☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐Yes	✓ No
	(6) Does the commander or his/her designee review and/or app	prove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval i	indicated on the invoice?	See attached Excepti	ions Docume	ent
e.	Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□ No
	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to the A	T?		✓ Yes	□No
0.	CONDITION OF THE FLEET	EVALUATED X	ACTION REQUIRED	CORRECTED	
а.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	180.751	blems identified?	Yes	☑ No
	(1) Have any unauthorized modifications been made on vehicle	es?		☐ Yes	✓ No
1.	MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED)
a.	Is the Area commander involved and kept informed of motorcycl	le deployment, needs, pr	oblems, etc.?	✓ Yes	□No
	(1) Are the program objectives clearly understood by the comma	ander and supervisors?		✓ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motorcycle	cle operations?		☐Yes	☑ No
b.	Are motorcycles being deployed in conformance with departmen	ntal policy and Fleet Ope	rations Bulletins?	✓ Yes	□No
	(1) Are motorcycles being used on beats with predominantly high	gh speed problems?		☐Yes	✓ No
	(2) Are motorcycles used for special duty officer transportation?	?		☐ Yes	☑ No
	(3) Are motorcycles parked at the Area office during vacations a	and extended days off?		✓ Yes	□No
c.	Are Fleet Operations Bulletins pertaining to motorcycles filed tog	gether?		✓ Yes	□No
	(1) What system is in place to verify understanding and complia	ance? See attached Ex	ceptions Document		
	(2) Are Bulletins discussed with riders?			☐ Yes	✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP	4531	(Rev. 6-06) OPI 009		
	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐Yes	☑ No
	(3)	What is the Area's safety record? See attached Exceptions Document		
		(a) How does it compare with Division and statewide rates? See attached Exceptions Document		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	☑ No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	☑ No
e.	. Are	emergency radio repairs made at the office or at the radio shop? See attached Exceptions Document		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	☑ No
	(6)	Are any repairs being done by riders?	✓ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	☑ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	ls t	here adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	Is safety compromised?	☐Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	☐Yes	☑ No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	☑ No
	(3)	Are spare tires available?	☐Yes	☑ No
	(4)	Is a battery charger available?	✓ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(5) Is there security and an accurate inventory kept?	Yes	☑ No			
i. What arrangements have been made for servicing and repairing motorcycles? See attached Exceptions Document					
(1) Is it satisfactory and cost effective?	✓ Yes	□No			
(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No			
(3) How is repair work verified? See attached Exceptions Document					
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No			
(a) Is a supervisor's permission required?	✓ Yes	□No			
(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No			
(5) If not ridden, how are motorcycles transported to vendors for repairs? See attached Exceptions Document	t	11			
(6) Does the Area have a motorcycle trailer?	✓ Yes	□No			
(a) How often is it used? See attached Exceptions Document					
(b) If one is not available, has Area budgeted for one?	☐Yes	□No			
j. Are vehicle files logically kept and up-to-date?	✓ Yes	□No			
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	☑ No			
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	☑ No			
(3) Is service up-do-date?	✓ Yes	□No			
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	□Yes	☑ No			
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No			
(2) Are the forms filed for the life of the motorcycle?	☐ Yes	□No			
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	e ☑Yes	□No			

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.						
TYPE OF INSPECTION Division Level Command Lo	evel	Total hours expended inspection: 40	d on the	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required: ☑ Yes ☐ No		rd to: · Division ate: 10/15/09				
Chapter Inspection: Inspector's Comments Regarding Innovative Practices:						
Command Suggestions for Statewide Improvement:						
Command Caggostons for Statewide Improvement.						
Inspector's Findings:						

1. AREA ADMINISTRATION

1.a. The El Cajon Area is currently staffed with two Automotive Technicians (Auto Techs). The responsibility for management of the Area's fleet is assigned to Sergeant Crofton, the Administrative Sergeant, who supervises the Auto Techs. Captain Sumprer, the Area Commander, is informed of all substantial cost items such as new engines, transmission replacements and collision damage. She is actively involved in the process, and maintains regular communication with the Administrative Sergeant and the Auto Techs. All invoices for fleet management are processed by the Auto Techs and approved by the Administrative Sergeant. In the absence of the Administrative Sergeant, the Lieutenants will approve the invoices.

1.b. Auto Technician II Phillip Terzich is the lead Auto Tech, he has been employed by the CHP as an automotive technician for 25 years, and he has been assigned to the El Cajon Area for the past 23 years. He is a journeyman mechanic with experience and knowledge in various aspects of vehicle maintenance and repair. He has attended and completed an automotive trade school, and has worked in the automotive industry since his high school years.

Auto Technician II Louis Spaulding has been employed as a CHP automotive technician for 16 years. He is a journeyman mechanic with 35 years of automotive

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experience. He has knowledge and experience in all aspects of automotive maintenance and repair. He has attended and completed an automotive trade school, and has worked in the automotive industry since his high school years.

- 1.b.(6) Although the Auto Techs do not attend Area staff meetings, the Administrative Sergeant communicates with the Auto Techs prior to the meetings, and presents comments to the Staff on their behalf.
- 1.b.(7) The lead Auto Tech suggested that the Area hire a maintenance worker to improve the program. Currently, the lead Auto Tech is handling the job of at least two and a half Auto Techs, and feels overwhelmed with the workload. Auto Technician II Spaulding has been off duty from a non-fleet related injury since August of 2009, and will not return until February of 2010. In the past, El Cajon Area was justified and had a Maintenance Worker, who worked half time as an Auto Tech. Unfortunately, that position was eliminated, and is currently unavailable. Due to the shortage of manpower, and coupled with the State's mandated furlough program, the lead Auto Tech is overworked and trying hard to maintain the fleet efficiently.

Steps have been made by Area to assist the lead Auto Tech with his workload by providing CTO two days a month, and Border Division is providing personnel two days a week.

1.c. Due to the shortage of manpower, and coupled with the State's mandated furlough program, the lead Auto Tech is currently performing a mere 10% of the fleet maintenance. The majority of the fleet maintenance is being completed by authorized dealers and vendors at a substantial higher cost to the Department. The current maintenance program is not cost effective or fiscally responsible.

The following services are not performed by Auto Techs: major engine repairs, transmission repairs, and flush maintenance.

The addition of an Auto Tech or Maintenance Worker would help alleviate the workload, and assist the Area in completing routine maintenance efficiently and cost effectively.

In early 2009, during the furlough program and prior to ATII Spaulding's injury, the Auto Techs completed 75% of the fleet maintenance.

In 2007, prior to the manpower shortage and furlough program, the Auto Techs completed 95% of the fleet maintenance.

1.d. In addition to the fleet responsibilities, the Area Auto Techs also perform all CHP 33E's (Vehicle Inspection Checklist) inspections, assist with building maintenance duties when the custodian is on vacation, obtain estimates on damaged vehicles,

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and are responsible for scheduling all services. The fleet mileage service is checked daily by the Auto Techs. Required maintenance is tracked on a service board located in the Auto Techs' office, and the service is performed as required.

2. VEHICLE USE

- 2.a. The Area has 42 class "E" enforcement sedans, 8 enforcement motorcycles, 3 all-terrain vehicles assigned to the El Cajon Resident Post, 1 unmarked Taurus for felony follow-up, and 1 unmarked unit for the Area Commander. The Area Auto Techs are responsible for servicing 2 MRE vehicles, and 4 Motor Carrier vehicles which are assigned to Division.
- 2.b. The Area insures there are a sufficient number of vehicles available at the beginning of each shift. The Area Auto Techs maintain a pro-active, preventative maintenance program that insures availability. There is a discrepancy sheet located at the fleet key board in the office hallway. If any problem arises, the officers log the discrepancy on this sheet. The Auto Tech reviews each discrepancy before each shift, and repairs are done to ensure sufficient vehicles are available for the next shift.
- 2.c. The Area Commander, the K-9 Officer, the Motorcycle Officers, and the Resident Post Officers are the only individuals authorized to keep vehicles at home on a daily basis. These uniformed employees have a CHP 379 on file.
- 2.d. CHP 428's are utilized and retained as required. The Commander permits members of the media, judiciary, allied agency employees, and prospective cadets to ride in Department vehicles per General Order 100.42.

3. SERVICE ARRANGEMENTS

3.a. The Area has used the following authorized dealerships and vendors on a regular basis:

•	Carl Burger Dodge	La Mesa
•	El Cajon Ford	La Mesa
•	All-Star Glass	El Cajon
•	Heckman Glass Masters	El Cajon
•	Marck Motors	El Caion

3.a.(2) The vendor selection process is based on the type of warranty, maintenance or repairs that are needed, estimated timeframes to complete the work, and the total cost of the service.

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3.a.(3)	The current labor rates are \$75.00-\$76.00 per hour. The Ford dealership provides parts at cost, plus 10%. The Dodge dealership provides parts at cost, plus 15%.
3.a.(4)	The Area Auto Techs continually shop for better labor rates and prices for parts.
3.a.(5)	The Area does not change vendors on a regular basis. The Area has consistently utilized the same dealerships and vendors. The Auto Techs and the Area's vendors have developed an excellent rapport.
3.b.	Vehicle availability on the weekends has not been a problem at the Area. There are a sufficient number of vehicles available on the weekends, holidays, and during MEP periods. There are two Auto Techs assigned to the Area, and they have been able to handle their responsibilities and duties without overtime and/or schedule adjustments. On rare occasions, the Auto Techs will report to work on overtime or CTO to replace tires on enforcement sedans with snow tires during snowfall.
3.c.	The Area utilizes the following five car wash facilities: B Street Express Car Wash Ramona Casa De Oro Car Wash Spring Valley Genie Car Wash El Cajon Romeo's Car Wash El Cajon Town & Country Car Wash El Cajon

The above vendors are distributed throughout the Area to reduce excessive travel time and officer time. The vendors are able to complete the car wash within an average time frame of 10 to 20 minutes per car. Vehicle car washes and interior cleanings are performed as needed by the vendors. The vehicles are taken to the car washes by the beat officers, Auto Techs, and the custodian. Minor interior detailing is performed at the Area by the beat officers, Auto Techs, and the custodian with cleaning products provided by the Department.

- 3.d. Field officers report defects and safety concerns on the fleet "Defective Vehicle Report" log.
- 3.d.(1)(a)The Auto Techs and any sworn member of the Department can declare a vehicle "unsafe."
- Once repairs are completed by either the Auto Techs or the vendor, the Auto Techs 3.d.(1)(b)(d)determine the vehicle's safety, and signs off the service log. The log is retained for three years.
- The Area S.O.P. requires all vehicles involved in pursuits to be inspected. They are 3.d.(1)(e)placed out of service by the officer, and subsequently inspected by the Auto Techs before they are returned to the fleet.

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4. MILEAGE MANAGEMENT

- 4.a. The Area Auto Techs review the CHP 33's and Fleet Focus's Average Monthly Mileage Report along with using a service board. The service board is a colored peg board listing each assigned vehicle, year model, and mileage service increments.
- The Auto Techs maintain a mileage accumulation report on all assigned vehicles. Those vehicles which need mileage adjustments are forwarded to the Car Assignment Sergeant. The Car Assignment Sergeant assigns vehicles to officers on a quarterly basis using the "seniority" system. Prior to the vehicle assignment request list being posted, the Auto Techs and the Car Assignment Sergeant review the fleet's mileage status. Vehicles are included or excluded on the quarterly sign-up based on this review. This program enables the Area to maintain equitable mileage accumulation on all vehicles, and to run out vehicles consistent with their in-service dates. If necessary, the supervisors will assign vehicles during their shifts when adjustments are needed.
- 4.c. The Auto Techs project the vehicle run-out date by averaging the vehicle's mileage for the past six months and calculating an estimated future mileage accumulation.
- 4.c.(1)&(2) FOS is notified of a projected run-out vehicle within 30-45 days. The vehicles are returned to FOS cleaned, serviced, and in good condition.

5. AUTOMOTIVE WORK AREA / EQUIPMENT

The Auto Techs' office, storage area, and work space were inspected. The lead Auto Tech indicated they had adequate space, equipment, and all tools to perform their job efficiently. The office is used by both Auto Techs and a Salvage Inspection Officer from Border Division. The inspection revealed the office to be neat and clean with adequate space and comfort. The office is cleaned, swept, and mopped by the Auto Techs and Salvage Inspection Officer. The required bulletins, the service and flat rate manuals, and the Material Safety Data Sheets (MSDS) were reviewed. They were clearly marked, in plain view, and up to date.

The Auto Techs' bathroom was found to be unclean and unsanitary. During my inspection, numerous officers from the Area used the bathroom for their convenience. The lead Auto Tech advised that vendors and members of the public periodically use the bathroom. The lead Auto Tech also advised that the bathroom is rarely cleaned, and it is overlooked by the custodian, causing embarrassment and a morale issue within the Auto Techs' office.

It is recommended that the custodian clean the office and bathroom on a frequent basis to improve sanitary conditions and morale.

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- 5.b. The Area has three service bays which provide for adequate space for working on vehicles; however, one bay is utilized by the Border Division Salvage Inspection Officer. Within the service area, there is sufficient space for the Auto Techs' and Salvage Officer's tools.
- 5.c. The Auto Techs have an inventory of tools in compliance with HPM. 31.1. The tools were last inventoried by Sergeant Crofton on 07/31/09.
- The Auto Techs' tool selections are easily accessible while working on vehicles with the use of the "roller" type tool boxes. An inspection of the tools revealed they were well organized and in good working condition. The tools are locked and secured when the Auto Techs are not working. The Area's Auto Techs, supervision, management, and the salvage officer have a key to the locked office and bays.
- 5.e. All equipment appears to be clean and maintained in good condition. If additional equipment is needed, the Auto Techs advise the Administrative Sergeant who plans and budgets for the requested items. Currently, there is no current plan or budget for fleet equipment.
- 5.f. Per the lead Auto Tech, they are not in need of additional tools or equipment of any kind.

6. TIRES, PARTS AND SUPPLIES

- 6.a. The Auto Techs' office also serves as a supply room for automotive parts and supplies. The supply room is adequate, neat, and logically organized.

 Management, supervisors, the salvage officer, and the Auto Techs have access to parts and supplies.
- 6.a.(5) Due to the lack of a statewide Battery Contract, no batteries are stored at the Area office.
- 6.b. All automotive parts and supplies are inventoried and maintained in Fleet Focus.
- 6.c. Head-lamps, filters, and other supplies were arranged in an orderly fashion on the shelves provided. The Area has a minimum of a 60-90 day supply of items of high use and replacements in stock.

The Area currently has electrical switches for the 2003 Crown Victoria. An MIS was sent to all Areas needing these parts on 03/26/09. Due to the lack of response, a CHP 266A (Credit Memo) will be required to be completed.

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- An inspection of the CHP 55 records found that they were maintained and 6.e. categorized by tire size. The Auto Techs advised that these records are reviewed quarterly by management. Tires are stored on racks and secured by locked chains. The tires for the Ford sedans, Ford Expeditions, and MRE vehicles are stocked in separate sections of the service bay. Access to the secured tires is limited to the Auto Techs, Area supervisors, and management.
- 6.f. Fleet Operations Section maintains a statewide contract for the removal of nonserviceable (junk) tires. The contracts provide for the pick up of all junk tires at the expense of the Department.

If the used tires can be sold to a used tire vendor, they are sold by obtaining three bids. Each bid is recorded and the highest bidder is awarded the sale. The bidder is required to provide a copy of their State Waste Hauler Permit from the Department of Health Services.

Due to the lack of a statewide Battery Contract, batteries are replaced and disposed by the dealership or vendor replacing the battery to avoid the core charge. There is no reimbursement for used batteries.

The last quarterly inventory count was done on 06/03/09 by Sergeant M. Crofton. 6.h.

7. **FUEL DISPENSING FACILITY**

- 7.a. Normally, all fueling is either done at the Area or other CHP Commands where personnel may be working. The state credit card is available for use at commercial gas stations when personnel are away from the Area, or in emergency cases when the Area pumps are inoperative. Fuel receipts and credit cards are maintained in the vehicle's CHP 33 book, and collected by the Auto Techs on a monthly basis.
- In those instances where a commercial gas station is utilized, the employee is 7.a(1)&(2)required to use the self service islands and regular unleaded fuel per Area S.O.P.
- 7.b. The Area's fuel island was inspected and found to be neat and clean. The "Emergency Shut-Off Valve" is in plain view and there are signs posted throughout the facility indicating the location of the valve. All safety requirements involving the fuel island were met, except the fire extinguisher was found on the ground, the "fire extinguisher" sign was not posted, and the fire extinguisher was missing the inspection tag. The fire extinguisher near the above ground gasoline storage tank had an expired inspection tag.
- 7.d. Uniformed personnel, the Auto Techs, the Senior Volunteers, and the custodian fuel the Area's fleet of vehicles. During the inspection, the fluids and tires were checked on an inconsistent basis by the Area personnel.

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==	7.e.	The Area's above ground gasoline storage tank and the fuel pump meters are checked and calibrated on an annual basis. The system is calibrated annually by an approved vendor. In addition to the annual inspection, the Area's fuel tank is monitored on a daily basis by an electronic detection system.
	7.e.(2)	Only Area management, supervisors, and the Auto Techs have access to the storage tank keys.
	7.e.(3)	The fuel quantity in the storage tank is measured prior to and after delivery via the electronic monitoring system.
	7.f.(1)	A fuel and oil usage log is maintained with each fuel pump. Employees complete this usage log on each fueling, and they also log their fuel quantities in the vehicle's 33 books.
	7.f.(2)	Any necessary reconciliation is done at the end of the month using the fuel logs and comparing usage with the Form 33's of all vehicles.
	7.g.	The present system does not utilize a physical measuring system (dipstick). The fuel is monitored by comparing the "pump readings" to the electronic "tank readings."
	7.g.(1)	The fuel pump meters were last calibrated for accuracy on 06/18/08.
	7.h.	The contract for fuel replenishment was located in the Auto Techs' office. The Area's current contract vendor is: • Pinnacle Petroleum, Huntington Beach, CA.
	7.h.(1)&(2)	This Area's fuel replenishment is done on the average of once a month. The Area's fuel storage tank is refilled when the fuel level reaches approximately 1,500 gallons.
	7.i.(1)&(2)	Area has an adequate system in place for securing the fuel pumps. The fuel pump handles are required to be secured with pad locks when not in use. During the inspection, the pad locks were unlocked, and not utilized by the Area personnel.
8.	SAFETY	
	8.a.	The Area conducted a facility inspection, including the Auto Techs' work area on 04/02/09. An additional facility inspection will need to be completed prior to the end of the year.
	8.b.	An inspection of the Auto Techs' office and the service bays indicated it was clean

and free of any spills. The water hose was safely stored, and the retractable air

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hose was mounted overhead and above one of the stall spaces. Two fire extinguishers were found in the service bay on the floor, "fire extinguisher" signs were not posted, and the inspection tags were expired. An electrical cord was found loosely taped across the Auto Techs' entry door, and posed a hazard. There were no other items, tools, or any other equipment on the floor or in the area that posed a potential safety hazard.

8.c. During this rating period, the Area has not experienced an injury related to fleet management.

9. VEHICLE RECORDS AND MAINTENANCE

- 9.a. The fleet records are neat, logically filed, and meticulously maintained in the Auto Techs' office. They were filed in accordance with the date each vehicle entered the fleet. Several files were randomly selected for review. They contained the required CHP 424, CHP 424A and CHP 57 forms.
- 9.b. The Fleet Focus documents comply with the instructions outlined in HPG 31.1 and are legible and complete. They are reviewed by the Auto Techs and the Administrative Sergeant. The Fleet Focus documents are used extensively to monitor run-out projections, fleet costs, and mileage distribution.
- 9.d. As stated before, due to the shortage of manpower, and coupled with the State's mandated furlough program, the lead AT is currently performing a mere 10% of the fleet maintenance.

The majority of the fleet maintenance is being completed by authorized dealers and vendors at a substantial higher cost to the Department. The current maintenance program is not cost effective or fiscally responsible.

The addition of an Auto Tech or Maintenance Worker would help alleviate the workload, and assist the Area in completing routine maintenance efficiently and cost effectively.

In early 2009, during the furlough program and prior to Auto Technician II Spaulding's injury, the Auto Techs completed 75% of the fleet maintenance.

In 2007, prior to the manpower shortage and furlough program, the Auto Techs completed 95% of the fleet maintenance.

9.d.(5)&(6) The credit card is not being used in lieu of the invoice. The credit card is only used for fuel when the unit is out of the area or the Area pumps are not functioning. The Auto Techs compare the invoices to the job tags and then forward them to the

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Administrative Sergeant for final review. They are then stamped with the approval stamp. There is a \$2500 per month threshold.

10. CONDITION OF THE FLEET

10.a. No problems, unauthorized modifications, or patterns were identified with the condition of the fleet.

11. MOTORCYCLES

- 11.a.(2) The SOP relating to the motorcycle squad will need to be updated in regards to deployment and motorcycle radio call numbers.
- The Fleet Operation Bulletins are filed by the Auto Tech in their office. They are not being distributed, filed, and discussed with the motor squad as required.
- In the past, motorcycle officers were required to attend quarterly Area Motorcycle Refresher Training days per Department policy. Some riders were also required to participate in the Occupational Safety Committee. Per policy, the motorcycle refresher training days consisted of mandated and elective training, warm ups, mandatory and optional exercises, enforcement tactics exercises, weapon and motorcycle control, skill development rides, a defensive riding discussion, a review of the Defensive Riding Practices chapter in HPM 70.10, a review of Fleet operation Bulletins, and a review of past motorcycle collisions involving departmental employees. Each motorcycle rider is also required to have a semi-annual CMTO ride-along.

This mandated training has been inconsistent, or entirely neglected. Only 2 memorandums, dated 12/15/08 and 03/08/09 were found in the motorcycle program file in the sergeants' office to document the required refresher training since 02/23/06.

- 11.d.(2) Currently there are 2 CMTOs assigned to the Area. One of the CMTOs, Officer Milhausen, has been on 4800 for a length of time, and may not return to duty. The Area should consider sending an officer to an upcoming CMTO class to obtain a sufficient number for the squad.
- The El Cajon Area has an excellent safety record. At the Second Quarter 2009
 Division Occupational Safety Committee meeting, Assistant Chief Clark related that
 the El Cajon Area Motor Squad had logged 321,335 collision-free miles from
 11/01/2006 to 07/31/09, and should submit a CHP 226 for the GESA award.

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- 11.d.(4)
- The motor squad has not held their required quarterly training days consistently or as required. Due to the lack of proper documentation, I was unable to verify Ride-Alongs conducted by CMTOs. The motorcycle program training files in the sergeants' office has not been up to date since the 2nd quarter of 2006. I was only able to confirm the following training days in the last year: 12/16/08, and 03/08/09. The following officers missed one of the two recent training days, and should be place in remedial status per policy: Officers McNamara, Larkin, and Palacios. An Area Motorcycle Refresher Training Day is planned for 4th quarter. All motorcycle officers will need to participate to avoid remedial status.
 - Department policy states, each Area will prepare a Motorcycle Evaluation Report to be submitted through channels to the Division Training Officer. This report will contain a list of all officers and sergeants assigned to motorcycle duty within the Area, who attended the training, those who did not participate, and the reason why. The Motorcycle Evaluation Report will be retained at the local Area for the current year plus one. In the past, these reports (memorandums) were filed in the motorcycle program files in the sergeants' office.
 - Department policy also states, any motorcycle officer or sergeant who fails to participate in more than two training sessions within 12 months will be placed in a remedial status and assigned to work with a CMTO until proficiency is reestablished.
- 11.e. Radio repairs to the CHP low band system are made by personnel from the Telecommunication Section radio shop. Radio repairs to the motorcycle's RCS high band system are made by PVP Inc. in Torrance, CA.
- 11.h. Currently, the supply of radio headset equipment is minimal. There are no radio cord adaptors (body cables) in the inventory, and the 2-3 headsets in inventory have been cannibalized. An accurate inventory of these supplies is unknown. At the time of inspection, the inventory was locked in a cabinet and inaccessible. CMTO Walulis provided this information via telephone.
- 11.h.(3) Due to the lack of a statewide Motorcycle Tire Contract, no spare motorcycle tires are available at Area. All motorcycle tires are purchased from the BMW dealer or vendor as needed.
- 11.h.(5) The security of the inventory is secure. As previously stated, the accurate inventory of radio equipment supplies is unknown.

COMMAND INSPECTION PROGRAM

EXCEPTIONS	DOCUMENT

Command:	Division:	Chapter:
El Cajon Area	Border	6 – Fleet Mgmt.
Inspected by:		Date:
Sergeant H. Hendrickson		10/08/09

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11.i. •	The Area utilizes the following service and reparts BMW of North County BMW of San Diego	Escondido San Diego
•	DCMW Motorcycle Service of San Diego	Santee
11.i.(3)&(4)	Officers receiving a motorcycle from a repair sh completed, shall insure that all work billed on th properly. Copy of invoice is submitted to the A and is then checked for accuracy. Per Area S. pre-approved by an AutoTech or the Motorcycle	ne repair order has been performed uto Tech or Motorcycle Supervisor O.P., service and repairs shall be
11.i.(5)	If not ridden, a motorcycle is transported to the contract/rotation tow truck, depending on locati	
11.i.(6)	The El Cajon Area has a motorcycle trailer, and	d it is used a few times a year.
11.j.(2)	Currently, the Administrative Sergeant is review Motorcycle Supervisor should also be reviewing	ving and approving the invoices. The g the invoices.
11.k.	A review of the CHP 184's determined that numbers some are missing signatures from the officer are incorrectly filed with CHP 33's by the Auto Tecl 184 file in the sergeants' office. CHP 184's have #9491 and #9575 since 02/09. I was unable to units #9591 and #9642.	nd/or sergeant. Several have been h, instead of being filed in the CHP ve not been filed for motor units
Commander's Res	sponse: Concur or Do Not Concur (Do Not Concur	Concur shall document basis for response)
	Politor	

Inspector's Comments:	Shall address non concurrence	by commander	(e.g.	findings revised,	findings unchanged,
etc.)					

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
El Cajon Area	Border	6 – Fleet Mgmt.
Inspected by: Sergeant H. Hendrickson		Date: 10/08/09

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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Command: Division:		Chapter:		
El Cajon Area	Border	6 – Fleet Mgmt.		
Inspected by:	Date:			
Sergeant H. He	10/08/09			

1		
Required Action	并表现。在一个时间的一个时间,可以是一个时间的一个时间,可以是一个时间的一个时间,可以是一个时间的一个时间,可以是一个时间的一个时间,可以是一个时间的一个时间,	
Corrective Action Plan/Timeline		

All actions are currently being addressed. Target completion date is November 20, 2009.

	VI Sumpler	
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	Hatumprer	inlighia
(See HPM 9.1, Chapter 8 for appeal procedures.)		10/11/01
	INSPECTOR'S SIGNATURE	DATE
	L. Hone Stoon	10-16-09
Reviewer discussed this report with	REVIEWER'S SIGNATURE,	DATE
employee	7/1/	12 00 00
Concur Do not concur	KIL	10-29-07

911

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command: Winterhaven	Division: Border	Chapter: Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris	S	Date: 09/25/2009

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shall be routed to and its due date. This	Inspecti docume	Check appropriate boxes as necessary, or fon number. Under "Forward to:" enter the neent shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	ractices, suggestions for statewide
Yes ⊠ No Due D		Total hours expended on the inspection: 4 hours	☐ Corrective Action Plan Included ☐ Attachments Included
		rd to: Border Div. Pate: 10/15/2009	
Chapter Inspection:			2000年7月2日中国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国
Inspector's Comments Regar	ding l	nnovative Practices:	
33E, Vehicle Inspection Check also provides accountability fo	klist, m r care	ers. The "Car Commander" is res nonthly. This not only ensures a mand cleanliness of the vehicle.	ponsible for completing a CHP nonthly check of the vehicle, but
Command Suggestions for S	tatewi	de Improvement:	
Inspector's Findings:			
service, but his experience as publications and records are a actively involved with the prog how well the AT and Fleet Sup	a med Iso we ram ar perviso	nd keeps the Commander informe or worked together.	is clean and organized. His or works closely with the AT. He is ed. Overall, I was impressed with
Commander's Response:	Conc	ur or ☐ Do Not Concur (Do Not Con	cur shall document basis for response)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:
Winterhaven	Border	Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date; 09/25/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Winterhaven	Border	Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris	S	Date: 09/25/2009

:/		
Required Action	Fig. 15 The State of the State	
Corrective Action Plan/Timel	ine	
Corrective Action Plan/Timel	ine	

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10-5-09
	SPECTOR'S SIGNATURE	DATE (0/05/03
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE / 29/09

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Winterhaven	Border	620
EVALUATED BY		DATE
Sgt. Ted Morris, 1	1734	09/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the informatio can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	OF EVA	LUATION al Evaluation	✓ Informal Evalu	arid the Supplement of artion	SUSPENSE DATE		sii eu.		
	ow-up r	REQUIRED No	☐ Cor	rection Report	COMMANDER'S R	EVIEW		DATE	- v5
_	11"	ADMINISTRAT			Yes	•	No REQUIRED	CORRECTED	
	a. Ist			accountability for the A	rea's fleet manag	jement?		✓ Yes	□No
	(1)	Is the Area con	nmander involved a	and informed?				✓ Yes	□No
	-	(a) Does he/s	he monitor invoices	s?				✓ Yes	□No
_	(2)	Who is authorize	zed to approve invo	pices? The Fleet Supe	rvisor, Sgt. S. He	enry, for r	outine invoices.		
b	. Wh	at is the backgro	ound experience of	the Automotive Technic	cian (AT)? AT N	Mark Brus	so is a certified Fo	rd mechanic.	
	(1)	Are sufficient in	structions and train	ning provided?				✓ Yes	□No
	(2)	Is he/she a qua	alified mechanic at	journey person level?				✓ Yes	□No
	(3)	Does he/she at	tend training on ne	w model vehicles?				✓ Yes	□No
	(4)	Does the AT ha	ave good rapport w	ith Area personnel and v	vendors?			✓ Yes	□No
	(5)	Does the AT er	nsure vehicles are	available at shift change	?			✓ Yes	□No
	(6)	Does the AT pe	eriodically attend st	aff meetings?				☐ Yes	✓ No
	(7)	Does the AT ha	ave ideas/suggestic	ons for improving the pro	ogram?			☐ Yes	☑ No
C.	. How	v much maintena	ance work is being	done by the AT? The A	AT does all work	possible	(oil changes, tires,	trans. service, be	elts/hoses)
	with	h the exception	of warranty work.		,				
	(1)	Is he/she qualif	ied to perform mair	ntenance and minor repa	airs?			✓ Yes	□No
		(a) If these dut	ties are not being p	erformed, why not?					
		: :							
d.	. Wha	at other duties or	r responsibilities ar	e placed on the AT?	Assistance to the	Maintena	nce Worker		
2. V	EHICL	E USE		r	Yes Yes		ACTION REQUIRED	CORRECTED	
a.	How	/ many "E" Class	s vehicles are assig	gned to the Area? 11 (Ir	UT - 30 / 10 / 10 / 10 / 10 / 10 / 10 / 10 /	vehicle a		dewinder Scale p	personnel)

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_							
	(1)	Is there an unmarked patrol vehicle assigned	for the comma	ander?		✓ Yes	□No
	(2)	If the number of vehicles assigned is in exce	ss of the formul	la, what justificati	on has been made?		
ŀ	o. Ar	e there procedures in place to ensure there are	sufficient vehi	cles available at t	he beginning of each shift?	✓ Yes	□No
	(1)	Are officers allowed to perform minor correct	ions in order to	keep the vehicle	s on the road?	✓ Yes	□No
		(a) Is there a supply of tools and minor equi	pment available	e?		✓ Yes	□No
	. Wł	at is the justification for any vehicle kept at em	nployees homes	s after duty hours	?		
	l. W	no does the commander allow to ride in vehicle	es? Applicants	s, allied agencies,	justice system, and media -	with justifica	tion.
	(1)	Do supervisors use the CHP 428, Release a	nd Waiver of Li	ability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate	period of time?			✓ Yes	□No
3. 3	SERV	CE ARRANGEMENTS		Yes	No ACTION REQUIRED	CORRECTED)
	ı. Wi	at vendors are being used for servicing or rep	airing vehicles?	Alexander For	d in Yuma, AZ and Fisher D	odge in Yum	ıa, AZ.
	(1)	Are they authorized dealers?				✓ Yes	□No
	(2)	What process was used in selecting a service	e vendor? Cl	osest dealerships	and established working rela	ationships.	
	(3)	What are the hourly rates being charged? A	рргох. \$90/hou	ır.			
		(a) Are discounts given on parts?				✓ Yes	□No
	(4)	Has the command shopped for the most cos	t effective vend	ors?		✓ Yes	□No
	(5)	Does the Area constantly change vendors, o	r work out prob	lems in order to r	naintain good		
	(6)	long-term relationships?	A-4- dal BA			Yes	☑ No
	(6)	Does the AT adhere to policy in HPM 11.2, N				✓ Yes	□ No
		ehicle availability has been a problem, has Are			maintenance?	Yes	□ No
	(1)	What percentage of the fleet is needed on we					
	(2)	Are there shortages of vehicles on Mondays'		f		☐Yes	☑ No
	(3)	If more than one AT, are their hours/days scl				☐ Yes	□ No
	^	(a) Is overtime needed for maximum enforce		, 		Yes	□ No
		provisions adequate to ensure regular washin				✓ Yes	□No
	(1)	How are interiors cleaned? Contract with least	ocal car wash i	ncluding interior	vacuum.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□No
	(a) Is excessive officer time used to wash vehicles?	□Yes	☑ No
	(3) Is there more than one car wash facility available?	✓ Yes	□No
	(4) Are vehicles being excessively washed or detailed?	Yes	☑ No
	(5) Does the Area have a maintenance worker or janitor wash cars?	✓ Yes	□No
	(6) Is there any other program that can be of assistance in washing cars?	Yes	☑ No
d	How do officers report defective equipment? "B. O." Sheets are available for writing up defective equipment.		
	(1) Who is authorized to declare a vehicle unsafe for patrol? Officer, Supervisor, AT		
/			
	(a) Who determines when a vehicle is safe after repair or checking of defects? AT		
	(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□No
	(c) Is this system effective?	✓ Yes	□No
	(d) How long are records kept? I year plus.		
	(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□No
4. N	ILEAGE MANAGEMENT EVALUATED Yes No	CORRECTED	
a.		✓ Yes	□No
	(1) Are vehicles run out in the same order they are received?	✓ Yes	□No
	(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
	(a) If not, can adjustments be made to accomplish this?	Yes	☐ No
b.	How are adjustments to mileage accomplished? Key board and briefing with designation of priority for vehicle	s needing	mileage.
	(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□No
	(2) Does the AT understand what is required?	✓ Yes	□No
	(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
	(a) If so, how does it effect mileage averaging? Vehicle mileages are monitored and vehicles needing mile	age briefe	ed and
	identified on the key board.		
С.	How does the Area project run outs? The AT maintains a monitor board to track vehicle status. Projected run o	outs are ide	entified to
	FOS 40-45 days in advance.		
	(1) Is FOS provided 30-45 days advance notice?	✓ Yes	□No
	Destroy Burging F. 197		
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AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2) What has been the condition of vehicles returned to FC	OS? Vehicles are retur	ned operationally ready.		
_	(3) Are the right equipment options completed?				
		EVALUATED	ACTION REQUIRED	✓ Yes	□ No
. <i>F</i>	AUTOMOTIVE WORK AREA/EQUIPMENT	Yes	No	00111120122	
а	a. Is there adequate space and comfort in the AT office?			✓ Yes	☐ No
	(1) Is the office arranged neatly, and are all bulletins and r	✓ Yes	☐ No		
	(2) Does the AT maintain a service and flat rate manual?	Yes	✓ No		
b	b. Is the space for working on vehicles adequate?			✓ Yes	□No
	(1) Is it clean and organized?			✓ Yes	□ No
С	c. Does the AT have the supply of tools listed in HPM 31.1, F	leet Operations Manual	, Chapter 6?	✓ Yes	□No
	(1) Is there an inventory?	✓ Yes	☐ No		
	(a) When was it last checked?	✓ Yes	□No		
	(2) Are the tools located where they can be easily accessed	✓ Yes	□No		
	(a) Are they clean and properly maintained?			✓ Yes	☐ No
	(b) Is there security for the tools when the AT is not p	✓ Yes	□No		
	(c) Who has access to the tools?	✓ Yes	☐ No		
d	d. Does the AT have the equipment necessary to perform all	✓ Yes	□No		
	(1) If not, has it been budgeted for and/or ordered?	Yes	□No		
е	e. Is the equipment neat, clean and in good repair?	0		✓ Yes	□No
	(1) Have replacements been planned and budgeted for?		***************************************	Yes	✓ No
f.	. Are there additional tools or items of equipment needed?			✓ Yes	☐ No
	(1) Could the AT be more effective if they were available?	✓ Yes	□No		
	(2) Can they and/or have they been requisitioned or reque	ested?		✓ Yes	□No
į	TIRES, PARTS AND SUPPLIES	CORRECTE			
а	a. Is the space provided for parts and supplies adequate?	✓ Yes	□No		
	(1) If not, can more space be provided?	☐Yes	□ No		
	(2) Is the space neatly and logically organized?	✓ Yes	□No		
	(3) Is there adequate security?	✓ Yes	☐ No		
	(4) Who has access to the parts/supplies? AT, Maintena	ance Worker, Superviso	ors		
	(5) Are batteries stored in a dry location, off the cement flo	oor?		□Yes	No
b.	Are automotive parts and supplies inventoried and maintain	ned in Fleet Focus (FF)	as required?	✓ Yes	 ☐ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) What procedures have been established for purchasing t	tuel from service statio	ns in emergencies? Voya	ger Card	
			no in amarganaias? XI	01	
	Normally, is all fuel used by departmental personnel dispense command location?			✓ Yes	□No
9	EL DISPENSING FACILITY	Yes	NO ACTION REQUIRED	CORRECTE	0
	(1) Who conducted the count? The AT and Fleet Supervise	or conduct an independ	dent audit, review, and reco	nciliation.	
h.	Has the quarterly count of parts, tires, accessories and suppl	lies been conducted?		✓ Yes	□No
	(1) Are all containers (other that the original) containing haza	ardous materials prope	erly marked?	☐ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required	?		✓ Yes	□No
	(3) Are the provisions of any tire or battery disposal contract	t being met?		✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installar	ition costs?		✓ Yes	□No
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotor	rs (CHP 265) sent to p	rospective bidders?	☐ Yes	
	Conducted with 1		25, Contract #6C074005		
f.		ilter Recycling Service	es, Contract #8C074003	V 163	
	(a) Is the disposition of used tires within policy?			✓ Yes	No
	(7) Are adequate records maintained for used tires?			☐ Yes ———— ☑ Yes	✓ No✓ No
	(6) Does it appear tires are being replaced prematurely?	165 !		Yes	□ No
	 (4) Is access to the tires restricted to the AT and his/her ass (5) Does Area provide motorcycle vendors with a stock of tire 			Yes	☑ No
	(A) In account the first of the state of the				
	(a) How are tires stored? Locked in compressor room	om.			
	(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
	(a) Are records reviewed by management?			✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
	(1) Are tire requests properly documented and ordered through Business Services Section?	ugh the Purchasing Se	rvices Unit of	✓ Yes	□No
е.	Are adequate records maintained for tires, and are all tires ad	ccounted for?		✓ Yes	□No
d.	Does Area stock parts/supplies purchased by the Departmen	nt, and provide them to	the vendor for installation?	✓ Yes	□No
	(1) Are there obsolete parts on hand?			✓ Yes	□No
C.	Are reasonable numbers of parts/supplies stocked?			✓ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b.	Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	☐ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	☐ No
	(5) Is there a clean oil storage rack?	✓ Yes	☐ No
	(6) Is the lighting adequate?	☐ Yes	✓ No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c.	Is there an adequate amount of supplies available to officers?	✓ Yes	□ No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□ No
	(2) Who has access to the keys to lock the meters and the storage tank? AT, Maintenance Worker, Supervisor	ors	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□ No
f.	What method is used to log fuel and oil used in individual vehicles? Card reader and Veeder Root for fuel, log for		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? New dispenser installed / tested June 2009.		
h.	Is there a contract for fuel?	✓ Yes	
	(1) How often is the fuel supply replenished? Approximately every 6 weeks.		
	(2) At what level is it refilled? 2,000 gallons of a 12,000 gallon tank		
Ĭ.	How does the Area secure the fuel pumps when they are not in use? Card reader restricts access to card holders.		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No
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AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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CHP 453E (Rev. 6-06) Page 7 of 10

PARTY CHECK									
8. S/	AFETY	Yes Yes	No	CORRECTED					
a.	Does the Area conduct an inspection of the facility twice each ye	ar to detect safety haza	rds?	✓ Yes	□No				
	(1) Are the AT's work areas inspected?			✓ Yes	□No				
b.	Are there possible unsafe conditions within the AT's work areas?			Yes	✓ No				
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No				
	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No				
	(3) Are fire extinguishers charged, inspected and of the proper t	ype?		✓ Yes	□No				
	(4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No				
	(5) Are there loose items on the floor?		☐Yes	☑ No					
	(6) Is the bench grinder firmly affixed, and are there safety glass		✓ Yes	☐ No					
	(a) Are they worn by the AT?		✓ Yes	□No					
	(7) Is the battery charger in a safe place?		✓ Yes	□No					
	(8) Are masks available for AT's to wear when servicing brakes?	?		✓ Yes	□No				
	(a) If yes, are they worn?								
	(9) Are jack stands properly utilized?			✓ Yes	□No				
c.	What is the Area occupational safety record as it relates to fleet n	nanagement? Excelle	nt.						
-									
	(1) Have any injuries been prevented with an improved safety as			✓ Yes	□No				
9. VI	EHICLE RECORDS AND MAINTENANCE	Yes	No No	CORRECTED)				
a.	Are fleet records logically filed?			✓ Yes	□No				
	(1) Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No				
	(2) Do files contain all required documents?			✓ Yes	□No				
	(a) If documents are not in files, where are they located?								
b.	Do the Fleet Focus (FF) documents comply with the instructions i	n HPM 31.1, Fleet Ope	rations Manual?	✓ Yes	□No				
	(1) Are documents legible and complete?			✓ Yes	□No				
	(2) Who reviews the FF reports? Fleet Supervisor								
	(3) How is the information used in Area's fleet administration?	Tracking fuel usage, par	rts inventories, and mair	itenance.					
C.	Is the CHP 424 current?			✓ Yes	□No				
	(1) Does the CHP 424 reveal any unusual repair patterns or dup	licate services?		☐Yes	✓ No				

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009							
(2) Have required services been done at the proper mil	eage?		✓ Yes	□No			
d. Is the Area using the most effective and economical met	thod of repairing/maintaininุ	g the fleet?	✓ Yes	□No			
(1) Are hourly rates in line with prevailing rates?	(1) Are hourly rates in line with prevailing rates?						
(2) Does the AT refer to manuals for invoice cost inform	☐ Yes	☑ No					
(3) Is work being done by vendors that should be done	by the AT?		☐ Yes	✓ No			
(4) Are there any warranty problems?			☐Yes	☑ No			
(a) If so, are they being resolved?			Yes	□No			
(5) Is the credit card being used in lieu of an invoice?			Yes	✓ No			
(6) Does the commander or his/her designee review ar	nd/or approve invoices?		✓ Yes	□No			
(a) If so, is there a threshold limit, and how is the approximation	pproval indicated on the inve	oice? The Fleet Superviso	or has approv	al authority			
for routine invoices. Invoices for work which i	s not routine are reviewed b	by the Commander,					
e. Do invoices indicate parts are being supplied by the CHI	P?		✓ Yes	□No			
(1) If parts are on invoices, does the vendor give a disc	ount?		✓ Yes	□No			
f. Are fleet operations bulletins maintained and accessible	√ Yes	□No					
10. CONDITION OF THE FLEET	Yes	No REQUIRED	CORRECTED)			
a. Using a CHP 33E, Vehicle Inspection Checklist, as a gu	ide, are there any patterns of	or problems identified?	Yes	✓ No			
(1) Have any unauthorized modifications been made or	n vehicles?		Yes	☑ No			
11. MOTORCYCLES	N/A	ACTION REQUIRED	CORRECTED)			
a. Is the Area commander involved and kept informed of m	notorcycle deployment, need	ds, problems, etc.?	Yes	□No			
(1) Are the program objectives clearly understood by the	e commander and superviso	ors?	☐Yes	□No			
(2) Does the Area have an up-to-date SOP relating to n	notorcycle operations?		☐ Yes	□No			
b. Are motorcycles being deployed in conformance with de	partmental policy and Fleet	Operations Bulletins?	Yes	□No			
(1) Are motorcycles being used on beats with predomin	nantly high speed problems?	?	☐ Yes	□No			
(2) Are motorcycles used for special duty officer transport	ortation?		Yes	□No			
(3) Are motorcycles parked at the Area office during var	cations and extended days	off?	☐ Yes	□No			
c. Are Fleet Operations Bulletins pertaining to motorcycles	filed together?		Yes	□No			
(1) What system is in place to verify understanding and	compliance?						
(2) Are Bulletins discussed with riders?			☐Yes	□No			
d. What type of active safety program does the Area have?							

Destroy Previous Editions

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	. (No.: 9 00) 01 1000		
(1) Is there a Defensive Rider Program?	☐ Yes	□No
(2	2) Is there a sufficient number of CMTOs?	☐Yes	□No
(;	3) What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		
(4	4) Does the Area conduct quarterly motorcycle training?	Yes	□No
	(a) Are mandatory exercises being conducted?	Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e. A	are emergency radio repairs made at the office or at the radio shop?		
(1	Are the arrangements satisfactory?	Yes	□No
(2	2) Is the repair person proficient?	☐Yes	□No
(3	3) Is service available on weekends?	☐Yes	□No
(4	4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
(5	5) Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
(6	3) Are any repairs being done by riders?	☐Yes	☐ No
(7	7) Does the Area swap radios with idle units to reduce down time?	Yes	□No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	☐ No
g. Is	there adequate space to park and/or store motorcycles?	Yes	□No
(1) Is safety compromised?	☐Yes	□ No
(2	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
(3	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
	(a) Has it been inspected and approved?	☐Yes	□No
	(b) Are records of the approval on file?	□Yes	□ No
h. Ha	as the motorcycle program supervisor developed a workable procedure for storing and accounting for oproved supplies and equipment replacements?	☐Yes	□No
(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
(2)) Is there ample supply available?	☐ Yes	□No
(3)	Are spare tires available?	☐ Yes	□No
(4)	ls a battery charger available?	☐Yes	□No
		-	

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

Specific Item Comments and clarifications are on the attached 2 pages.

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	☐Yes	□ No					
i. What arrangements have been made for servicing and repairing motorcycles?							
(1) Is it satisfactory and cost effective?	☐ Yes	□No					
(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□No					
(3) How is repair work verified?							
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No					
(a) Is a supervisor's permission required?	Yes	□No					
(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No					
(5) If not ridden, how are motorcycles transported to vendors for repairs?							
(6) Does the Area have a motorcycle trailer?	☐ Yes	□No					
(a) How often is it used?							
(b) If one is not available, has Area budgeted for one?	☐Yes	□No					
j. Are vehicle files logically kept and up-to-date?	☐ Yes	□No					
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	☐ No					
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No					
(3) Is service up-do-date?	☐Yes	□No					
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	□Yes	□No					
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	□No					
(2) Are the forms filed for the life of the motorcycle?	Yes	□No					
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No					
SUMMARY							
The Winterhaven Area fleet appears to be well maintained. The AT has less than one year of State service, but his exp	erience as	a mechanic is					
obvious. His work space is clean and organized. His publications and records are also well organized. The Fleet Supervisor works closely							
with the AT. He is actively involved with the program and keeps the Commander informed. Overall, I was impressed with how well the AT							
and Fleet Supervisor worked together.							
Of note in this inspection: The Area assigns patrol cars to officers. The "Car Commander" is responsible for completing a CHP 33E, Vehicle							
Inspection Checklist, monthly. This not only provides for a monthly check of the vehicle, but also provides accountability for care and							
cleanliness of the vehicle.							

Destroy Previous Editions

ITEM COMMENTS

- 2.a. The Area also maintains an unmarked Dodge Dakota pickup truck for service and a MRE truck.
- 2.b. Access to the AT office for tools / supplies for minor maintenance is controlled by the on-duty supervisor.
- 3.a.(4)/(5) Area has an established working relationship with the dealers. The dealers are used primarily for warranty work.
- 3.c.(5) Maintenance Worker does car washing to supplement contracted car washes.
- 5.a.(2) The AT does not have a Flat Rate Manual.
- 5.c.(1)(a) The last tool inventory was checked on 07/31/2009
- 5.c.(2)(c) Access to tools is limited to the AT, Maintenance Worker, and supervisors.
- 5.f The AT feels he could be more productive with a transmission jack, coil spring compressor, and updated diagnostic equipment. He has been told the diagnostic equipment would be too expensive.
- 6.e.(4) Supervisors also have access.
- 6.f.(1) Recent training conducted at Border Division included information regarding disposition of used rotors. No system is yet in place for disposal.
- 6.f.(2) Battery replacement is handled by dealer, with exchange included.
- 7.b.(6) There is no lighting under the fuel island canopy. There are pole mounted lights in the vicinity which provide illumination.
- 7.e. The tank was last tested June 2009 when major system upgrade was performed.
- 7.f.(2) The Veeder Root takes automatic daily readings at midnight. With refueling vehicles, the differences would routinely exceed 2 3 gallons. The AT monitors the overall usage and it is accurate.
- 7.b.(8)(a). The AT does not wearing a mask when servicing brakes.
- 9.c. Area uses a local form instead of the CHP 424. Fleet Operations Section has approved the local form format.

CHP 453F Supplemental Winterhaven Fleet Management Inspection by Sgt. T. Morris, 09/25/09

- 9.d. (1)/(2)/(3). Most work done by vendors is warranty work. The remaining vendor work is when the AT work load is excessive. The AT does not have a Flat Rate guide to compare rates.
- 9.d.(5) The credit card is used for the purchase of oil since there is not vendor contract for supply.
- 10.a. Two vehicles were inspected using a CHP 33E, one with low mileage and one in excess of 100,000 miles. The high mileage vehicle appeared to be well maintained. While it had the expected wear of such items as the carpeting and interior door panel, the engine compartment was cleaner than I would expect for the high mileage. The engine and transmission fluids appeared recently changed.

STATE OF CALIFORNIA DEPARTMENT OF CALI	FORNIA HIGHWAY PATROL							
VEHICLE INSPECTION CHECKLIST				AREA				LOCATION CODE
CHP 33E (Rev. 9-0				Winterha	ven			620
DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE			MODEL	
9/25/2009	9056	001,914	2009	Ford			Crown Victo	oria
	UNDER HOOD (Chec	k if satisfactory)		11 M.B.M	100	TRUNK (Che	ck if satisfact	ory)
☐ General cleanlin		⊠ Water level in windsh	ield washer	Genera			⊠F	usees, safety cones
	vel/test indicator eye	Drive belts		Condition	on of tire	chains	⊠ P	lastic blanket
Coolant level in	recovery tank	Radiator hoses			cables		⊠ Ja	ack and lug wrench
Engine oil level		Excessive bug depos	its in radiator	Prybar			⊠н	and cleaner/towels
Power steering t		Air filter element		Content Content			⊠⊤	runk Pack or wooden box
Transmission flu	iid level	Under hood light		⊠ Fire ext	_		⊠v	/ater jug(s)
Brake fluid level		Other discrepancies		Spare ti		tion		nimal snare
Battery cables a		AS 1700 20 - 10 - 10 - 10 - 10 - 10 - 10 - 10		Trunk li				pare tire mounting
KZ O	INTERIOR (Check	THE PURPOSE OF THE SAME OF THE PERSON OF THE	300多块。	NEW P		EXTERIOR (CI	neck if satisfa	ctory)
General cleanlin	ess	Upholstery		Genera			⊠⊤i	urn signal
CHP 33 book		Door panels		Condition Conditi	on of pair	nt	⊠w	lipers
Credit card		Seat belts		□ Decals			⊠M	lirrors
	ent content, maps, etc.	Glass		Evidence Evidence		nage	⊠s	iren/PA operation
Gun locks		Condition of pedals		Window				ush bumper and pads
Floor mats	S. 1. 1	Window operation		Meadlar 🛚	-		⊠c	ondition of air deflector
Map and dome li	gnt	Door lock operation					⊠B	rake lights
				Spotligh	nts			mergency lights/wig wag
HART BOX SOME STORY OF	TEST DON'T (OL1			200 A 100 A	FIG. 10.00			peration and visibility)
☐ Starting	TEST DRIVE (Check	The second secon	42 WESS		TIRES	CARCOLLES DE L'ANGELE		N (Check if satisfactory)
General handling	n nualities	☐ Horn ☐ Engine response		Tread De		Air Pressure		uspension
Body tightness	3 quanties	A/C Heater		L/F	/32	PSI		omponents
☐ Shifting of transn	nission			R/F	/32	PSI	, —	/heel
☐ Brakes	11331011	Park brake operation Power seat operation		R/R	/32	PSI	A	lignment
☐ Engine idle		Operation of all mirror		L/R	/32	PSI		
Steering vibration	n	Speedometer operation		Spare	/32	PSI		
COMMENTS		Speedometer operation	on	Matched	a brand		L	
Vehicle had thin	clear plastic floor mat.							
v viiivio iiuu mini v	steat plastic floor mat.							
RECOMMENDATIONS								

INSPECTED BY

Signature

DATE

09/25/09

D								
STATE OF CALIFORNIA								
VEHICLE INSPECTION CHECKLIST								LOCATION CODE
					,			1000
			-	Winte	rhaven			620
DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE			MODEL	
9/25/2009	8123	103,866	2007	Ford			Crown Vic	toria
	UNDER HOOD (Ched					TRUNK (Che	ck if satisfac	ctory)
General cleanling		Water level in winds!	hield washer	⊠ Ger	neral cleanlir	ness	Ø	usees, safety cones
	vel/test indicator eye	Drive belts		Cor	dition of tire	chains	\boxtimes	Plastic blanket
Coolant level in	recovery tank	Radiator hoses		Jum	per cables		\boxtimes	Jack and lug wrench
Engine oil level		Excessive bug depos	sits in radiator	☑ Pry!	par		⊠ 1	Hand cleaner/towels
Power steering		Air filter element		⊠ Cor	itents of first	aid kit	\boxtimes	Trunk Pack or wooden box
Transmission flu	id level	Under hood light		⊠ Fire	extinguishe	r	\boxtimes	Water jug(s)
Brake fluid level		Other discrepancies		Spa	re tire condi	tion	\boxtimes	Animal snare
Battery cables a				Trui	nk light			Spare tire mounting
	INTERIOR (Check		MARKET BUT			EXTERIOR (C	heck if satisf	actory)
General cleanlin	ess	☐ Upholstery		⊠ Ger	neral cleanlin	ness	\boxtimes	Turn signal
CHP 33 book		Door panels		⊠ Cor	idition of pai	nt	\boxtimes	<i>N</i> ipers
Credit card		⊠ Seat belts		Dec	als		\boxtimes	Mirrors
	ent content, maps, etc.	⊠ Glass		⊠ Evid	dence of dar	nage	\boxtimes :	Siren/PA operation
Gun locks		Condition of pedals		Win	dows		⊠ I	Push bumper and pads
Floor mats		Window operation ■	-		⊠ Headlamps		\boxtimes	Condition of air deflector
Map and dome i	ight	☑ Door lock operation		⊠ Taillights		\boxtimes I	⊠ Brake lights	
				⊠ Spo	tlights		⊠ I	Emergency lights/wig wag
Self-of the Party Self-of the		CONTRACTOR OF THE PROPERTY OF						(operation and visibility)
	TEST DRIVE (Check	THE THE PARTY OF T		756	TIRE	S	SUSPENSION	ON (Check if satisfactory
Starting		Horn		1	d Depth	Air Pressure		Suspension
General handling	qualities	Engine response		L/F	/32	PSI		Components
Body tightness	ata atau			R/F	/32	PSI		Wheel
☐ Shifting of transr☐ Brakes	nission			R/R	/32	PSI	·	Alignment
				L/R	/32	PSI		
Engine idle	_			Spare	/32	PSI		
Steering vibratio	n 	Speedometer operat	ion		ched brand			
Original Motorcr Interior in overall No floor mat on o Driver seat staine	COMMENTS Original Motorcraft battery. Test indicator eye red. Vehicle starts and runs. Interior in overall fair condition No floor mat on driver's side. Carpet worn below accelerator pedal. Driver seat stained. Interior door panel scuffed.							
RECOMMENDATIONS							- D- 1/100	VV

T. MORRIS SGT 11734 SIGNATURE DATE

OF/25/05

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER		
San Diego Border		645		
EVALUATED BY		DATE		
Sergeant Kevin N	1inkel	10/01/2009		

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal E	Evaluation	SUSPENSE DATE 10/25/2009			
FOLLOW LIP PEOLIPED	Correction Report	COMMANDER'S REVIEW		DATE /O	/13/0
1. AREA ADMINISTRATION		09/30/2009	ACTION REQUIRED No	CORRECTE)
a. Is there a clear line of supervision	and accountability for the A	rea's fleet management	>	✓ Yes	□No
(1) Is the Area commander invol	ved and informed?			✓ Yes	□No
(a) Does he/she monitor inv	oices?			✓ Yes	□No
(2) Who is authorized to approve	invoices? Area Lieutena	nts and Commander			
b. What is the background experience	ce of the Automotive Techni	cian (AT)? 20 years ex	perience as a Ford mech	anic.	
(1) Are sufficient instructions and	training provided?			✓ Yes	□No
(2) Is he/she a qualified mechani	c at journey person level?			✓ Yes	□No
(3) Does he/she attend training of	n new model vehicles?			✓ Yes	□No
(4) Does the AT have good rappo	ort with Area personnel and	vendors?		✓ Yes	□No
(5) Does the AT ensure vehicles	are available at shift change	e?		✓ Yes	□ No
(6) Does the AT periodically atter	nd staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas/sugg	estions for improving the pr	ogram?		✓ Yes	□No
c. How much maintenance work is b	eing done by the AT? Appr	roximately 50% of all se	vices, replaces all tires,	lightbar repa	irs and other
minor repairs.					
(1) Is he/she qualified to perform	maintenance and minor rep	airs?		✓ Yes	□No
(a) If these duties are not be	ing performed, why not? (One AT is on limited dut	y and furloughs have im	pacted their	ability to
perform all services.					
d. What other duties or responsibilities	es are placed on the AT?	MDC and radar intsallat	ons.		
2. VEHICLE USE		evaluated 09/30/2009	ACTION REQUIRED	CORRECTED)
a. How many "E" Class vehicles are	assigned to the Area? 37	1 2010 42 810 842 (89)			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_							
	(1) Is there an unmarked patrol vehicle assigned for the comma	ander?		✓ Yes	□No	
	(2) If the number of vehicles assigned is in excess of the formu	la, what justification	has been made? Allotmo	ent is within	formula.	
b	. A	re there procedures in place to ensure there are sufficient vehi	cles available at the	beginning of each shift?	✓ Yes	□No	
_	(1	Are officers allowed to perform minor corrections in order to	keep the vehicles of	on the road?	☐Yes	☑ No	
_		(a) Is there a supply of tools and minor equipment available	e?		☑ Yes	□No	
C	c. What is the justification for any vehicle kept at employees homes after duty hours? Only assigned motorcycles						
_							
d	. W	ho does the commander allow to ride in vehicles? Applicants	3				
_	(1)	Do supervisors use the CHP 428, Release and Waiver of Li	ability?		✓ Yes	□No	
		(a) Is the CHP 428 kept for the appropriate period of time?			✓ Yes	□No	
3. S	ERV	ICE ARRANGEMENTS	09/30/2009	No No	CORRECTE	0	
а	. W	hat vendors are being used for servicing or repairing vehicles?	Mossy Ford and	Carl Burger Dodge			
	(1)	Are they authorized dealers?			✓ Yes	□ No	
	(2)	What process was used in selecting a service vendor? AT	s shopped around c	checked invoices to insure p	proper billin	g.	
	(3)	What are the hourly rates being charged? \$80 at both vendo	ors.				
		(a) Are discounts given on parts?			✓ Yes	□No	
	(4)	Has the command shopped for the most cost effective vend	ors?		✓ Yes	□No	
	(5)	Does the Area constantly change vendors, or work out probleng-term relationships?	lems in order to mai	ntain good	[]Vaa	□ Na	
	(6)	Does the AT adhere to policy in HPM 11.2, Materials Manag	roment Manual who	an making numbers 2	✓ Yes	□ No	
h	_	rehicle availability has been a problem, has Area experimented			✓ Yes	□ No	
D.					Yes	✓ No	
	(1)		nally none except du	iring emergencies.			
	(2)		es attrication		Yes	☑ No	
	(3)	If more than one AT, are their hours/days scheduled most et			✓ Yes	□No	
	Λ	(a) Is overtime needed for maximum enforcement periods?			Yes	☑ No	
С.	_	provisions adequate to ensure regular washing of vehicles?			✓ Yes	□ No	
	(1)	How are interiors cleaned? Maintenance worker will routi			ded. The A	rea has eight	
		car wash vendors located at various locations to be conveni	ent for officers on t	heir beats.			

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_	_		<u> </u>						
		(2)	Is th	Area's vehicle washing proced	dure practical and econo	mical?		✓ Yes	□No
			(a)	Is excessive officer time used to	wash vehicles?			☐ Yes	✓ No
		(3)	Is th	ere more than one car wash fac	ility available?			✓ Yes	□No
		(4)	Are	vehicles being excessively wash	ned or detailed?			☐ Yes	✓ No
	(5) Does the Area have a maintenance worker or janitor wash cars?							✓ Yes	□No
	(6) Is there any other program that can be of assistance in washing cars?								☑ No
	d. How do officers report defective equipment? Defective equipment log posted on keyboard.								
		(1)	Who	is authorized to declare a vehic	cle unsafe for patrol? (Officer, Sergeant or	ATs		
-									
			(a)	Who determines when a vehicle	e is safe after repair or c	hecking of defects?	ATs		
			(b)	Does he/she sign off the report t	form and indicate what I	nas been done?		✓ Yes	□No
			(c)	s this system effective?				✓ Yes	□No
			(d)	How long are records kept? Th	ree years				
			(e)	s there a system in place to che	eck vehicles for defects	after high speed pu	rsuits?	✓ Yes	□No
4.	MI	LEA	GE M	ANAGEMENT		09/30/2009	ACTION REQUIRED	CORRECTED	
	a.	Doe	s Are	a have a system to ensure equi	table mileage accumula	3-0 to o the control	James .	✓ Yes	□No
		(1)	Are v	ehicles run out in the same orde	er they are received?			☐ Yes	✓ No
	_	(2)	Is the	re an appropriate spread of odd	ometer readings so that	vehicles are run ou	t at regular intervals?	✓ Yes	☐ No
			(a) I	f not, can adjustments be made	to accomplish this?			✓ Yes	□No
	b.	How	/ are	adjustments to mileage accompl	lished? Push cars are a	assigned to high mi	leage beats.		
		(1)	Do fi	eld supervisors and officers unde	erstand their responsibi	lity in vehicle assigr	nments?	✓ Yes	□No
		(2)	Does	the AT understand what is requ	uired?			✓ Yes	□No
		(3)	Does	the Area have a "personalized	vehicle assignment" pro	ogram?		✓ Yes	□No
			(a) I	so, how does it effect mileage	averaging? Averagin	g appears to be app	ropriate.		-
(c. How does the Area project run outs? At 90,000 miles vehicles are projected to runout in 45 days and Motor Transport is notified via								
		fax.							
		(1)	ls FO	S provided 30-45 days advance	e notice?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_	_					
_	(2) What has been the condition of vehicles returned to FOS?	Adequate up to req	uired standards and usable	e for emergen	icies.
-	(;	3) Are the right equipment options completed?			✓ Yes	□ No
5	Nanton	OMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED	CORRECTED	
_			09/30/2009	Yes		
_		s there adequate space and comfort in the AT office?			Yes	☑ No
-	(Is the office arranged neatly, and are all bulletins and manu	uals current?		✓ Yes	□ No
_	(2	Does the AT maintain a service and flat rate manual?			✓ Yes	□ No
_	b. I	s the space for working on vehicles adequate?		☐ Yes	☑ No	
	('	1) Is it clean and organized?	✓ Yes	□ No		
	c. D	Does the AT have the supply of tools listed in HPM 31.1, Fleet 0	✓ Yes	□No		
	('	1) Is there an inventory?	✓ Yes	□ No		
		(a) When was it last checked?	✓ Yes	□No		
	(2	2) Are the tools located where they can be easily accessed by	the AT when workir	ng on vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?			✓ Yes	□No
		(b) Is there security for the tools when the AT is not preser	✓ Yes	□No		
		(c) Who has access to the tools?			✓ Yes	□No
(d. D	oes the AT have the equipment necessary to perform all requi	☐ Yes	✓ No		
	(1) If not, has it been budgeted for and/or ordered?	☐ Yes	☑ No		
-	e Is	s the equipment neat, clean and in good repair?				□ No
	(1) Have replacements been planned and budgeted for?			✓ Yes	□No
f	. Ar	re there additional tools or items of equipment needed?			✓ Yes	□No
	(1) Could the AT be more effective if they were available?			✓ Yes	□No
	(2	2) Can they and/or have they been requisitioned or requested?	?		✓ Yes	□No
6.	IRE	S, PARTS AND SUPPLIES	10/01/2009	No REQUIRED	CORRECTED	
a	ı. Is	the space provided for parts and supplies adequate?		,,	☐ Yes	☑ No
	(1) If not, can more space be provided?			☐ Yes	☑ No
	(2) Is the space neatly and logically organized?	✓ Yes	□No		
	(3	3) Is there adequate security?				□ No
	(4) Who has access to the parts/supplies? ATs only, due to the	he high probability of	of mismatching tires office	ers are not all	owed access
		to spare tires on weekends.				
	(5) Are batteries stored in a dry location, off the cement floor?			☐ Yes	□No
b	. Ar	re automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as	s required?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-				
C	c. Are reasonable numbers of parts/supplies stocked?		✓ Yes	□No
	(1) Are there obsolete parts on hand?		Yes	☑ No
d	d. Does Area stock parts/supplies purchased by the Department, and provide	them to the vendor for installation? [✓ Yes	□No
е	e. Are adequate records maintained for tires, and are all tires accounted for?		✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purch Business Services Section?	-	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?		✓ Yes	□No
	(a) Are records reviewed by management?		✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?		✓ Yes	□No
	(a) How are tires stored? Unmounted tires are kept in a locked stored.	rage unit, mounted tires are chained to a	rack on	ly the ATs
	have access tot he tires.			
	(4) Is access to the tires restricted to the AT and his/her assistant or back	ıp? [✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?		Yes	✓ No
	(6) Does it appear tires are being replaced prematurely?] Yes	☑ No	
	(7) Are adequate records maintained for used tires?		√ Yes	□No
	(a) Is the disposition of used tires within policy?		✓ Yes	□No
f.	How are old tires/batteries disposed of? The Area currently does not have	e a contract for batteries, none are store	d at the C	Command.
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) s	ent to prospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?		✓ Yes	□No
-	(3) Are the provisions of any tire or battery disposal contract being met?			
g.	g. Are Material Safety Data Sheets (MSDS) posted as required?		✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materia	als properly marked?	✓ Yes	□No
h.	n. Has the quarterly count of parts, tires, accessories and supplies been cond	ucted?	✓ Yes	□No
	(1) Who conducted the count? Sergeant LLoyd on 05/07/2009			
7. F	FUEL DISPENSING FACILITY 9/30/2009		ORRECTED	
a.	Normally, is all fuel used by departmental personnel dispensed through the command location?		✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service	ce stations in emergencies? The vehic	les are is	sued
	Voyager credit cards for use in the field.			
	(a) Is self-service or full-service used? Self- service			

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	1. 166. (161. 6.65) 61.1666		
5-	(2) Is there a written policy, and is it complied with?	✓ Yes	☐ No
	b. Is the fuel island clean and neat?	✓ Yes	□ No
	(1) Does it need repair or painting?	☐ Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□ No
	(3) Is the break-away coupler installed?	✓ Yes	□ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	☐ No
(c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
(d. Who fuels the vehicles? Drivers		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
6	e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? ATs		
			,.
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	f. What method is used to log fuel and oil used in individual vehicles? Gas log located at the pump.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Errors are reported to the Admin S.	gt who then	reconciles the
	errors.		
g	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? 09/09/2009		
h	n. Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Two to three times per month.		
	(2) At what level is it refilled? 2000 gallons		
i.	How does the Area secure the fuel pumps when they are not in use? Padlocks on nozzle		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	☐Yes	✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. S	AFETY	9/30/2009	ACTION REQUIRED No	CORRECTED	
a	Does the Area conduct an inspection of the facility twice each ye	- STEELER SHOPE OF		✓ Yes	□No
	(1) Are the AT's work areas inspected?			✓ Yes	□No
b	Are there possible unsafe conditions within the AT's work areas?	1		☐ Yes	☑ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the proper t	ype?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
	(5) Are there loose items on the floor?	☐ Yes	☑ No		
	(6) Is the bench grinder firmly affixed, and are there safety glasses available?				□No
	(a) Are they worn by the AT?				□No
	(7) Is the battery charger in a safe place?				□No
	(8) Are masks available for AT's to wear when servicing brakes?			✓ Yes	□No
	(a) If yes, are they worn?				□No
	(9) Are jack stands properly utilized?			✓ Yes	□No
С.	What is the Area occupational safety record as it relates to fleet n	nanagement? No injur	ries reported regarding f	leet manag	ement.
	(1) Have any injuries been prevented with an improved safety as			✓ Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	09/30/2009	Yes	CORRECTED	
a.	Are fleet records logically filed?			✓ Yes	□No
	(1) Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located? S	Services are up to date h	owever filing of records	is about o	ne month
	behind. Files for runout vehicles that have been returned	ed are stored in boxes in	a storage unit.		
b.	Do the Fleet Focus (FF) documents comply with the instructions i	n HPM 31.1, Fleet Oper	ations Manual?	✓ Yes	□No
	(1) Are documents legible and complete?			✓ Yes	□No
	(2) Who reviews the FF reports? Administrative Sergeant on a c	quarterly basis.			
	(3) How is the information used in Area's fleet administration?	To detect repeat repairs,	collision damage and m	onitor mile	eage.
C.	Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or dup	licate services?		☐ Yes	☑ No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

Have required services been done at the proper mileage? The Area using the most effective and economical method of respective and provided respective and provided respective and a service and provided respective and a service and a ser	T? rove invoices? Indicated on the invoice	e? Limit is \$1000 per da	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No □ No □ No □ No
Are hourly rates in line with prevailing rates? Does the AT refer to manuals for invoice cost information? Is work being done by vendors that should be done by the AT Are there any warranty problems? (a) If so, are they being resolved? Is the credit card being used in lieu of an invoice? Does the commander or his/her designee review and/or approval in using the credit card to purchase oil. Approval of invoice	T? rove invoices? Indicated on the invoice	e? Limit is \$1000 per da	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	 No No No No No No No No No
Does the AT refer to manuals for invoice cost information? Is work being done by vendors that should be done by the AT Are there any warranty problems? (a) If so, are they being resolved? Is the credit card being used in lieu of an invoice? Does the commander or his/her designee review and/or approval in using the credit card to purchase oil. Approval of invoice	rove invoices? ndicated on the invoic		✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	 No No No No No No No
Is work being done by vendors that should be done by the A Are there any warranty problems? (a) If so, are they being resolved? Is the credit card being used in lieu of an invoice? Does the commander or his/her designee review and/or approval in using the credit card to purchase oil. Approval of invoice	rove invoices? ndicated on the invoic		✓ Yes ☐ Yes ✓ Yes ✓ Yes ✓ Yes	□ No ☑ No □ No □ No □ No
Are there any warranty problems? (a) If so, are they being resolved? Is the credit card being used in lieu of an invoice? Does the commander or his/her designee review and/or approval in using the credit card to purchase oil. Approval of invoice	rove invoices? ndicated on the invoic		☐ Yes ✓ Yes ✓ Yes ✓ Yes	✓ No No No No
 (a) If so, are they being resolved? Is the credit card being used in lieu of an invoice? Does the commander or his/her designee review and/or approached. (a) If so, is there a threshold limit, and how is the approval in using the credit card to purchase oil. Approval of invoice 	ndicated on the invoic		✓ Yes ✓ Yes ✓ Yes	□ No □ No
Is the credit card being used in lieu of an invoice? Does the commander or his/her designee review and/or approached a proving the credit card to purchase oil. Approval of invoice the credit card to purchase oil.	ndicated on the invoic		✓ Yes ✓ Yes	□ No
Does the commander or his/her designee review and/or approach (a) If so, is there a threshold limit, and how is the approval in using the credit card to purchase oil. Approval of invoice	ndicated on the invoic		✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approval in using the credit card to purchase oil. Approval of invoic	ndicated on the invoic			
using the credit card to purchase oil. Approval of invoic			ay, currently	y the Area is
	ces is indicted by a si	gned stamp.		
nvoices indicate parts are being supplied by the CHP?				
nvoices indicate parts are being supplied by the CHP?				
			✓ Yes	□No
If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the AT?				
0. CONDITION OF THE FLEET EVALUATED ACTION REQUIRED NO				
g a CHP 33E, Vehicle Inspection Checklist, as a guide, are th	here any patterns or	problems identified?	☐ Yes	✓ No
Have any unauthorized modifications been made on vehicles	3?		☐ Yes	✓ No
1. MOTORCYCLES EVALUATED ACTION REQUIRED NO No				Ŋ
e Area commander involved and kept informed of motorcycle	deployment, needs,	problems, etc.?	✓ Yes	□No
are the program objectives clearly understood by the comman	nder and supervisors	?	✓ Yes	□No
Does the Area have an up-to-date SOP relating to motorcycle	e operations?		✓ Yes	□No
notorcycles being deployed in conformance with department	al policy and Fleet O	perations Bulletins?	✓ Yes	□No
Are motorcycles being used on beats with predominantly high	h speed problems?		✓ Yes	□No
Are motorcycles used for special duty officer transportation?			☐ Yes	☑ No
Are motorcycles parked at the Area office during vacations ar	nd extended days off	?	✓ Yes	□No
Fleet Operations Bulletins pertaining to motorcycles filed toge	ther?		✓ Yes	□No
What system is in place to verify understanding and complian	nce? Operations Bu	illetins are sent to riders v	ia E-mail a	nd discussed
with CMTOs and supervisors during ride alongs and on Mot	tor Training days.			
Are Bulletins discussed with riders?			✓ Yes	□No
type of active safety program does the Area have? Riders	skills are evaluated d	luring supervisory ride ald	ongs.	
	ret operations bulletins maintained and accessible to the AT ITION OF THE FLEET g a CHP 33E, Vehicle Inspection Checklist, as a guide, are to the day and unauthorized modifications been made on vehicles and the program objectives clearly understood by the commandate the program objectives clearly understood by the commandate the program objectives clearly understood by the commandate the program objectives clearly understood by the commandate the program objectives clearly understood by the commandate the program objectives clearly understood by the commandate the program objectives clearly understood by the commandate motorcycles being deployed in conformance with department are motorcycles being used on beats with predominantly higher motorcycles used for special duty officer transportation? The motorcycles parked at the Area office during vacations and leet Operations Bulletins pertaining to motorcycles filed togethat system is in place to verify understanding and compliant with CMTOs and supervisors during ride alongs and on Motorcycles Bulletins discussed with riders?	retoperations bulletins maintained and accessible to the AT? EVALUATED 10/01/2009	report of parts are on invoices, does the vendor give a discount? Seet operations bulletins maintained and accessible to the AT? ITION OF THE FLEET Seet operations bulletins maintained and accessible to the AT? ITION OF THE FLEET Seet operations bulletins maintained and accessible to the AT? ITION OF THE FLEET Seet operations bulletins maintained and accessible to the AT? Seet operations bulletins maintained and accessible to the AT? Seet operations or problems identified? ACTION REQUIRED No No No No No No No No No No No No No	figarts are on invoices, does the vendor give a discount? Yes

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1)) Is there a Defensive Rider Program?	✓ Yes	□No
(2)) Is there a sufficient number of CMTOs?	✓ Yes	□No
(3)	What is the Area's safety record? Over three years since a preventable collision.		
	(a) How does it compare with Division and statewide rates? The Area has a better safety record than the	statewide a	verage.
(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
	(a) Are mandatory exercises being conducted?	✓ Yes	□ No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e. Ar	e emergency radio repairs made at the office or at the radio shop? The office		
(1)	Are the arrangements satisfactory?	✓ Yes	□No
(2)	Is the repair person proficient?	✓ Yes	□No
(3)	Is service available on weekends?	☐ Yes	☑ No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	☑ No
(6)	Are any repairs being done by riders?	☐Yes	☑ No
(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	☑ No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	☑ No
g. Is t	here adequate space to park and/or store motorcycles?	Yes	☑ No
(1)	Is safety compromised?	✓ Yes	□No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	✓ No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
	(a) Has it been inspected and approved?	✓ Yes	□No
	(b) Are records of the approval on file?	✓ Yes	□No
h. Has	s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	✓ Yes	□No
(1)	Do equipment and accessory times comply with departmental regulations?	√ Yes	□No
(2)	Is there ample supply available?	✓ Yes	□No
(3)	Are spare tires available?	☐ Yes	☑ No
(4)	Is a battery charger available?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(5) Is there security and an accurate inventory kept?	✓ Yes	□No
i. What arrangements have been made for servicing and repairing motorcycles? The Area has a service contract w	ith North	County
BMW. Tires are available from the vendor.		
(1) Is it satisfactory and cost effective?	✓ Yes	□No
(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□No
(3) How is repair work verified? Officer and Sergeants verify invoices.		
Section 2015		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	□No
(a) Is a supervisor's permission required?	☐Yes	☑ No
(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	☑ No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Area's trailer or a tow.		
(6) Does the Area have a motorcycle trailer?	✓ Yes	□No
(a) How often is it used? Several times per week.		
(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j. Are vehicle files logically kept and up-to-date?	✓ Yes	□No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☑ No
(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
(3) Is service up-do-date?	✓ Yes	□No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	☑ No
(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

CONFIDENTIAL

Date:

September 17, 2009

To:

San Diego Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Diego Area

File No.:

645.09.12462

Subject:

GAS LOGS 09-08-09 OFF BY +38.1 GALLONS

On 09-17-09, I was advised by the ATIIs the 09-08-09, "Daily Records of Gasoline/Oil," were plus 38.6 gallons of fuel entered by the officers. The gas pumps show pumping 607.9 gallons of gas; however the sign-in Daily Records of Gasoline documents 646.0 gallons of gas which is **plus** 38.6 gallons.

The logs were reviewed by the ATIIs, and Officer Sickler and after checking every person that worked on 09-08-09 and checking their usage of gasoline the mistake could not be found. To pull and research every CHP 33 from the Area's Fleet would cause a very time intensive search. I ask that we look at the end of the month gas logs for third quarter to see if the plus 38.1 gallons of fuel corrects itself.

C. LLOYD, #12462

Sergeant

Attachments

Executive Ligarenant

Safety, Service, and Security

Date:

July 16, 2009

To:

San Diego Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Diego Area

File No.:

645.09.12462

Subject:

GAS LOGS 06-19-09 to 06-21-09 OFF BY 18.7. GALLONS OF FUEL

On 06-22-09, Sgt. Guzman was advised by the ATIIs that the 06-19-09 to 06-21-09 "Daily Record of Gasoline/Oil" logs were short by 18.7 gallons of fuel. The logs document the gas pumps pumping 1452.8 gallons of gas; however the sign-in Daily Record of Gasoline logs only documents 1434.1 which is a shortage of 18.7 gallons.

The logs were reviewed by the ATIIs and Sgt. Guzman by checking the usage of gasoline of every person that worked on 06-19-09 to 06-21-09 in the San Diego Area and it could not be found. At this time the Area gas inventory is short by 18.7 gallons of fuel.

C. LLOYD, #12462

Sergeant

Attachments

7"

Date:

May 7, 2009

To:

San Diego Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Diego Area

File No.:

645.09.12462

Subject:

QUARTERLY TIRE INVENTORY/SALES/DISPOSAL AUDIT, FIRST

QUARTER 2009.

Responsible Employees: AII Lynch Date appointed: March 4, 2007 Assigned Auditor: Sergeant C. Lloyd Date appointed: March 4, 2007

Date of last tire audit: January 22, 2009

SUMMARY

On, May 7, 2009, the undersigned conducted the first quarter audit of the San Diego Area Tire Inventory/Sales/Disposal program.

The ATIIs maintain a CHP 55 for each type and each size of tire. All tires are requested on the CHP 43 (Purchase Requisition) form and ordered through the Purchasing Services Unit of Business Services Section. The ATIIs order tires every three months (Approx. 200 per order). At this time the Area has (6) 16" and (83) 17" tires in stock (ten tires were loaned to the El Centro Area). The last order for (200) 17" tires was placed on May 6, 2009, totaling \$19,772.13.

RECORDS

The tire records; CHP 55 (New Tires), CHP55C (Junk Tires), CHP 265 (Sales of Junk Tires), CHP 251 (Counter Receipts), and the FF'BT:INVENTORY report and procedures will be reconciled each month by the ASMs. The Fleet Management Supervisor will reconcile the above reports quarterly.

At this time only tires for vehicles currently being used in the command are in stock and our Area does not provide motorcycle vendors with a stock of tires.

San Diego Area Page 2 May 7, 2009

SECURITY

All tires are properly safeguarded from theft and misuse. The un-mounted tires are stored in a storage unit that is controlled by the ATIIs. The ATIIs are the only ones with a key to the storage unit. The mounted tires are stored on racks outside of the ATIIs' office and are secured with a cable and padlock. The ATIIs are the only ones with a key to the cable and padlock. Accesses to the tires are restricted to the ATIIs only.

DISPOSAL OF USED TIRES

The ATIIs are not able to sale the used tires to vendors anymore. Vendors were asked to put in a bid on what they would charge to recycle the tires and the Area had no bids. The Area now uses the State Contracted Company, Filter Recycling. On March 20, 2009, the Area recycled 122 tires at a cost of \$3.00 each with a total billing of \$366.00 (copy of invoice attached).

FINDINGS

The tire records; CHP 55 (New Tires), CHR55C (Junk Tires), CHP 265 (Sales of Junk Tires), CHP 251 (Counter Receipts), and the FF'BT:INVENTORY reports where audited and there were no discrepancies.

Fleet Supervisor	Date	_
Executive Lieutenant	Date	
Commander Attachment	Date	_

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11	α	L	

August 13, 2009

To:

San Diego Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Diego Area

File No.:

645.09.14345

Subject:

2009 ANNUAL TOOL INVENTORY

On August 13, 2009, Officer M. Becerra, #14345, completed the San Diego Area's Annual Tool Inventory. Officer Becerra completed the physical inventory of all tools assigned to the ATIIs with the assistance of ATII Lynch. Attached to this memorandum is the complete list of tools on hand in the automotive workshop.

pt set.

FIT. IT.

AREN Commandor

M. A. Becerra #14345

Officer

C O N F I D E N T I A L

Date:

June 2, 2008

To:

San Diego Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Diego Area

File No.:

645.08.12462

Subject:

2008 ANNUAL TOOL INVENTORY

The San Diego Area 2008 Annual Tool Inventory was completed by Officer Mullen (see attached memorandum) and there were three missing items as follows:

- 1) Battery Terminal Puller Value \$10.00/Need to be replaced.
- 2) Vacuum Pump Tester Value 30.00/No need to replace.
- 3) Tire Pressure Gauge Value \$5.00/No need to replace.

Lt. Barrett was notified of the missing items. A search of the Auto Bay and Auto Tech office was conducted and the above items were not located. The items were either miss placed or lost.

C. LLOYD, #12462

Sergeant

Date:

May 5, 2009

To:

San Diego Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Diego Area

File No.:

645.09.12462

Subject:

QUARTERLY AUDIT OF THE AREA'S FLEET MANAGEMENT, FIRST QUARTER

2009.

Responsible Employee: ATII Lynch Date appointed: March 4, 2007 Responsible Employee: ATII Dines Date appointed: September 2008 Assigned Auditor: Sergeant C. Lloyd Date appointed: March 4, 2007 Date of last audit: March 18, 2009

SUMMARY

On May 5, 2009, the undersigned conducted the 2009 First Quarter Area's Fleet Management audit.

The Area Fleet Management Audit will cover everything in HPM 31.1, Chapter 7 and HPG 22.1, Chapter 6, which pertains to management of the Area's vehicle fleet except "Tires" and "Fuel Dispensing Facility." The "Tires" and "Fuel Dispensing Facility" will each be a separate audit.

ADMINISTRATION

The Fleet Supervisor is actively involved in fleet management and keeps the Area Commander and Executive Lieutenant informed by one on one communication and this audit. The prime importance in fleet operations is **safety** and cost effectiveness. The Area commander and/or their designee, Executive Lieutenant, monitor and approve the automotive invoices.

SERVICE ARRANGEMENTS

a. Vendors:

The current vendors being used for servicing and repairing fleet vehicles are authorized dealers for the make of the vehicles in the fleet and were selected because they have the best price and

service:-

Mossy Ford Dealership Carl Burger's Chrysler-Jeep World Dealership

Safety, Service, and Security

San Diego Area Page 2 May 5, 2009

The current hourly rate for labor is \$80.00 per hour for Mossy Ford and \$80.00 per hour for Carl Burger's Chrysler-Jeep World Dealership. The Area changed to Carl Burger's Chrysler-Jeep World Dealership because their hourly rate was lower and they give a 25% discount on parts. The prices are current with the prevailing local labor rate.

The Area has a great working relationship with both dealerships. The ATII's only send over vehicles that need repairs that are covered under warranty or the Area command does not have the adequate equipment or space to make the repairs.

b. Weekend Maintenance:

At this time there has not been a need for an ATII to work the weekends on a consistent basis. Before an upcoming "Maximum Enforcement Period," the vehicle fleet status is evaluated and if needed the ATII is offered overtime to work the weekend to keep enough vehicles available during that time. Note: We have utilized the Area's ATII or Maint. worker on the weekends or late at night to monitor DGS crews (DOJ requirement) while they wax floors and clean the carpet.

c. Vehicle Appearance:

The Area has a current SOP 4.7 (Washing Patrol Cars) that identifies five car wash locations that are currently being used by this Area. The Area has five different locations to make it easier for officers to utilize a car wash close to their assigned beat. The "Midway Express Car Wash" is located approx. 3 miles from the Area office. The Area's assigned maintenance worker is also assigned to take vehicles from the fleet and have them washed (No Maint. Worker at this time). The car wash invoices are reviewed by the Executive Lieutenant for accuracy or excessively washed or detailed vehicles. At this time, there is no local program (volunteers) being used to wash the Area's patrol cars.

d. Defect(s) Reporting:

Officers are required to report any damage or defect to their patrol unit on the forms located in the hallway next to the key board. If the damage or defect in their opinion or the supervisor's opinion makes the vehicle unsafe to drive, then the officer will place a "Red Tag" over the keys when they place them back on the key board. The "Red Tag" means out of service and no one is to drive the patrol unit until the ATIIs inspect it or the On-duty Supervisor releases it prior to any repairs. The ATIIs every morning will check for any forms that had been filled out by the officers or "Red Tags" hung over the car keys. They will then inspect the patrol unit and make any needed repairs.

The ATIIs document what repairs were done to the vehicle prior to releasing it and keep the records on file for 3 years after retirement of that vehicle. All vehicles that have been involved in a pursuit are to be "Red Tagged" and on the report form the officer or supervisor is to write

San Diego Area Page 3 May 5, 2009

"Vehicle involved in a pursuit." This way the ATIIs know what they need to inspect on the vehicle.

AUTOMOTIVE WORK/EQUIPMENT

a. AT Office:

The ATIIs maintain a clean office and current filing system. The Area is also looking at a re-model of the Area office and Auto Bays. They have their updated bulletins and manuals on shelves in binders. They also maintain a "Service and Flat Rate" Manual.

b. Work Space:

The ATIIs only have one work bay which at times makes it hard for both ATIIs to accomplish service on vehicles at the same time. Most of the time, one of the ATIIs will work on vehicles out front of the work bay or in the vehicles assigned parking slot. The Area command is looking at a re-model in the near future to expand the one work bay to a two work bay station.

c. Tools:

The Area command completes an "Annual Inventory" of tools and it is documented on a separate memorandum. The last tool inventory was conducted on June 2, 2008.

d. Equipment:

At this time the ATIIs advise they have a need for requested items in Section f (Added Tools/Equipment) as stated below.

e. Equipment Condition:

The equipment is kept neat and clean and in good shape. There is no equipment <u>replacements</u> being planned or budgeted for at this time.

f. Added Tools/Equipment:

The Area ATII Lynch is requesting the following tools:

(1) A "Heat" gun to take decals off patrol cars. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the "Heat" gun.

Management approved - item on order.

- (2) A computer work station for the second ATIIs position. The Area just recently had a "LAN" line installed in the ATIIs office and we are now waiting for a computer and a LAN hook-up from the Area LAN Coordinators.
- (3) A leaf blower to be able to clean the back lot around the auto bays when needed. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the leaf blower. Management approved—item on order.
- (4) A new Car vacuum (CAR VAC wet/Dry) is needed. The old one is B/O. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the Car VAC to be ordered if approved by management.

San Diego Area Page 4 May 5, 2009

BATTERIES, PARTS, AND SUPPLIES

a. Parts/Supply Space:

The Area command has a large vehicle fleet and because of that the ATII's office cannot hold all the parts and supplies as needed. Located in the back parking lot is an additional storage unit that is utilized by the ATIIs to hold all their addition parts and supplies in an organized and neat system. The ATIIs are the only persons with access to the additional storage unit. Batteries are stored on a wooden platform in the back parking lot next to the ATII's office.

b. Inventory:

- 1) Are all vehicle parts having a unit cost of more than five dollars entered into the Fleet Focus database? Yes. A 100% inventory of all vehicle parts was completed on 04-18-09.
- 2) Are fluids (e.g., oil, antifreeze, brake) inventoried? Yes, but it is estimated because we buy in bulk/barrel.
- Does a review of the "FF'BT:Inventory" report show the current systematic inventory? Yes.
- A copy of the 'FF" BT:Inventory" report and the delegation logbook (CHP 316 A/ HPM 31.1, 7-3) was used to randomly check several items of higher value to ensure physical inventories agree with the reports? Yes.
- Are all received and issued parts recorded and issued to the proper vehicle? Yes, per the ATII's.
- Are reasonable quantities stocked? 90-day maximum supply for the number of vehicles assigned? NO due to the limited amount of storage space available to the ATIIs.
- 7) Obsolete parts/supplies on shelves? Are they being disposed of? Yes, in process MIS (surplus automotive parts) issued 4/21/09. As of this audit, the Area has not been contacted by anyone having interest in the surplus items.

c. Disposal of Batteries:

All car batteries are being traded in when acquiring a new one from the dealership to offset installation costs. At this time there is no surplus worn out batteries and there is no battery disposal contract. The Area does not have a "Battery" contract with "Battery Systems Inc." due to all state contracts being cancelled.

- d. Hazardous materials/Material Safety Data Sheets (MSDSs):
- 1) What material do we have? Antifreeze & Parts cleaner
- 2) Are the materials properly marked? Yes They have their own containers with a logo on them.
- Is there an MSDS for each material and where are they posted? The MSDSs are located in the ASM bay in the required yellow binder and were updated as of March 2009.

San Diego Area Page 5 May 5, 2009

SAFETY

The Area's Occupational Safety Coordinator handles all issues identified in this area.

VEHICLE RECORDS & MAINTENANCE

- a. Fleet Records:
- Fleet records logically filed? No, the filing of the paperwork and entries into the records file is behind
- 2) Are fleet records conveniently located and available to the AT and supervisor? Yes.

The Fleet Supervisor shall randomly select four (4) vehicles and review the vehicle's files as follows:

- 1) Are the fleet records accurately maintained in FF? Yes.
- Does each vehicle's paper file contain the original assignment document, warranty documents, CHP424A, Motor Vehicle Maintenance/Repair History, and CHP 424, Preventive Maintenance Schedule (used as a guide) and Repair History Enforcement?

The following four vehicles were randomly selected and meet all requirements as stated above:

1204795, 3QKM958, 1204873, and 1223817 (No extended warranty - Dodge).

b. Parts:

The Area ATII's do most repairs at the Area office. The only repair that is sent out to the Dealerships that requires a part from the ATIIs is "Transmission Filter Kits," which are provided to the dealership as required.

SOP'S FOR FLEET MANAGEMENT

The following SOP's were developed per policy and procedures concerning "Fleet Management":

SOP 4.2 (Towing Patrol Cars)

SOP 4.5 (Assignment and Security of Patrol Cars)

SOP 4.7 (Washing Patrol Cars)

SOP 4.9 (Private Vehicle Parking)

ACTION ITEMS & "To be Corrected by Date"

1) The Area ATII Lynch is requesting the following tools:

(1) A "Heat" gun to take decals off patrol cars. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the "Heat" gun. Approved by Management – item on order.

(2) A computer work station for the second ATIIs position. The Area just recently had a "LAN" line installed in the ATIIs office and we are now waiting for a computer and a LAN hook-up from the Area LAN Coordinators.

San Diego Area Page 6 May 5, 2009

(3) A leaf blower to be able to clean the back lot around the auto bays when needed. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the leaf blower. Approved by management —item on order. (4) A new Car vacuum (CAR VAC wet/Dry) is needed. The old one is B/O. ATII Lynch will advise Clerical Supervisor Spicer on the specifics of the Car VAC to be ordered if approved by management

2. Fleet records logically filed? No, the filing of the paperwork and entries into the records file is behind and ATII Lynch will have the paperwork up to date by the next audit.

TRAINING/CERTIFICATION: (New Section to Audit)

Below is required training and certification by the ATIIs & Maint Worker and needs to be updated when applicable:

1) Defensive Driver Training required before driving a State vehicle and every four years for renewal.

ATII G. Lynch – Last class 12-17-08. Valid until 12-17-2012. ATII G. Dines – Last class 12-17-08. Valid until 12-17-2012.

Maint. Worker – None at this time.

2) State Fire Marshall – Registration for California Fire Extinguisher Certification to work on the fire extinguishers that are placed in the patrol cars.

ATII G. Lynch — Certified until 12-31-2008 — Expired and Paul Scholl the Senior Inspector Of Automotive Equipment is aware of the certification being expired and is working with the Fire Marshall's office. It appears it is a matter of the renewal fees that is taken care of by Fleet Operations.

ATII G. Dines – Needs to complete the required test to be certified in this program. The test will be completed by ATII Dines on 05-05-09 and then it will be sent to Paul Scholl.

Maint. Worker – None at this time.

- 3) The following annual training will be arranged by the Area's Training officer:
 - a) First Responder Awareness Training Haz Mat HPM 84.2
 - b) First Aid & CPR
 - c) Dept. Emergency Plan/Bomb Incident Training
 Last training was attended by ATII Lynch & ATII Dines April/2009

01	Last training v	was attended by ATH Lynch	& ATH DINES
ATII	Date	Fleet Supervisor	Date
Executive Lieutenant	Date	Commander	Date

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
San Diego	Border	6
Inspected by:	Date:10/01/2009	
Kevin Minkel,		

Page 1 of 3

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection documents	Check appropriate boxes as necessary, or for number. Under "Forward to:" enter the neent shall be utilized to document innovative proction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide			
TYPE OF INSPECTION		Total hours expended on the inspection:	☐ Corrective Action Plan Included			
│ ☑ Division Level ☐ Command L	.evel	inspection.				
☐ Executive Office Level		15	Attachments Included			
Follow-up Required:	Forwa	rd to: Border Division				
☐ Yes ☑ No Due Date: 10/15/2009						
Chapter Inspection:						
Inspector's Comments Regarding Innovative Practices:						
None						
Command Suggestions for Statewide Improvement:						
None						
Inspector's Findings:						

All in all the Commands Fleet Management practices are doing very well despite the severe limitations of the facility. The Auto Technicians are highly motivated, experienced and well trained. During the last several months they have been under great pressure keeping the fleet up to standards. One Auto Technician is currently off duty due to a back problem and is expected to return by the end of October. The lead Auto Technician is currently on light duty, he is assisted by a Maintenance worker; both are currently furloughed three days per month. This has made it impossible for them to perform all the fleet services on site. Currently approximately 50% of routine services are preformed by the Dealerships. The Administrative Sergeant was completely up to date with all audits and inventories.

Automotive work area and equipment,

The automotive shop is very old and cramped with only one inside work bay. The work spaces are neatly maintained and orderly. It was noted that the Repair Flat Rate Manual was a 2005 revision and per the Auto Techs out of date. An up to date revision has been requested.

The Auto Technicians have requested a heat gun to assist in the removal of decals from patrol vehicles. Currently they can only sand the decals off which causes unnecessary damage to the vehicles.

Records and Maintenance

All repairs and services were current for the fleet; however the filing of invoices and documentation in the fleet folders was about one month behind.

COMMAND INSPECTION PROGRAM

Command:	Division:	Chapter:
San Diego	Border	6
Inspected by:		Date:10/01/2009
Kevin Minkel,		

Page 2 of 3	Kevin Minkel, Sergeant	
I examined the files for nine vehicles, four three runouts. All the files were properly o exception being as stated above, the filing retained for three years.	rganized and contained the proper do is about one month behind. Files for	ocumentation. The runouts are being
Commander's Response: Concur or	Do Not Concur (Do Not Concur shall do	cument basis for response)
Inspector's Comments: Shall address non co	oncurrence by commander (e.g., findings rev	ised, findings unchanged,
5.0.		
Required Action		
Corrective Action Plan/Timeline		
None, once both Auto Technicians are on f dealerships will drop substantially. The on future.	full duty the percentage of services poly other items are budgetary and will	erformed by the be addressed in the
Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 10/13/09
(SSS 111 M S.1, Shapter o for appear procedures.)	INSPECTOR'S SIGNATURE	DATE 10/13/09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
I LUODOUE LILIO NOT CONCUE		13010

COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command Suggestions for Statewide Improvement:

Division: Border Chapter: 6

Date: 10/07/2009

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Total hours expended on the Corrective Action Plan Included inspection: ☐ Division Level ☐ Command Level Attachments Included ☐ Executive Office Level 16 Forward to: Follow-up Required: Due Date: □No Yes Chapter Inspection: Inspector's Comments Regarding Innovative Practices:

Command:

Temecula

Inspected by:

Sergeant K. Van Orsdel

Inspector's Findings:

Section 4: Mileage Management, Area has six sedans three years or older which are currently out of warranty or will be in the near future. These vehicles are not accumulating mileage at a sufficient rate to run them out while still under warranty. Newer vehicles in the fleet have as much or more mileage as these older cars. These vehicles should be driven more frequently. Repair costs will rise significantly when the vehicle warranty expires.

Section 5: Automotive Work Area/Equipment, There is no record of a recent tool inventory being conducted.

Section 6: Tires, Parts and Supplies, "e", Unable to locate tire records. "h", Unable to locate a recent parts or tire inventory.

Section 8: Safety, "B5", items stored on the floor can be a trip and fall hazard.

Section 9: Vehicle Records & Maintenance, "a" Fleet files are not kept in an orderly manner, they were found stacked on several shelves with parts and other items.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

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Command:	Division:	Chapter:
Temecula	Border	6
Inspected by:		Date:
Sergeant K. V	'an Orsdel	10/07/2009

Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)
Required Action
Corrective Action Plan/Timeline
Employee would like to discuss this report with COMMANDER'S SIGNATURE DATE
INSPECTOR'S SIGNATURE DATE
K. Van Diskal 10-14-09
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.) INSPECTOR'S SIGNATURE DATE 0 - 14 - 09 Reviewer discussed this report with employee Concur
Concur Do not concur
74.1

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Temecula Area	Border	685
EVALUATED BY		DATE
Sergeant K. Van Or	rsdel	10/07/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

✓ Formal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Ves No BY 12-2.09	COMMANDER'S REVIEW	Jeje	DATE //	1-2-09
1. AREA ADMINISTRATION	Yes	No No	CORRECTE	D
a. Is there a clear line of supervision and accountability for the Are	ea's fleet management	?	✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices? Auto Technician	Joe Rivera checks the	invoices for accuracy an	d forwards	to Lieutenant
D. Brunette for approval.				
b. What is the background experience of the Automotive Technicia	an (AT)? AT previou	sly worked as maintenand	e worker, t	hen as a
Janitor before promoting to Automotive Technician. He has be	een an AT for approxi	nately 6 1/2 years.		
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No
(4) Does the AT have good rapport with Area personnel and ve	endors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift change?			✓ Yes	□No
(6) Does the AT periodically attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas/suggestions for improving the prog	ıram?		☐ Yes	☑ No
c. How much maintenance work is being done by the AT? Minor	repairs, oil and transm	ission fluid changes.		
(1) Is he/she qualified to perform maintenance and minor repair	rs?		✓ Yes	□No
(a) If these duties are not being performed, why not? N/Δ	A			
d. What other duties or responsibilities are placed on the AT? No	one.			
2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. How many "E" Class vehicles are assigned to the Area? 21 sed	ans, 3 MRE trucks, 1	CVIS van, 2 command ca	rs (Area &	RIF)

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_	_	_					
	(1) Is there an unmarked patrol vehicle assigned for the commander?					✓ Yes	□No
		(2	2) If the number of vehicles assigned is in excess of the formula	a, what justification has	been made? N/A		
	b.	Aı	re there procedures in place to ensure there are sufficient vehic	cles available at the beg	nning of each shift?	✓ Yes	□No
		(1)) Are officers allowed to perform minor corrections in order to	keep the vehicles on the	road?	✓ Yes	□No
			(a) Is there a supply of tools and minor equipment available	9?		✓ Yes	□No
	c. What is the justification for any vehicle kept at employees homes after duty hours? Currently only Motor Office						ingle K-9 unit
		ar	re authorized for home storage.				
	d.	W	ho does the commander allow to ride in vehicles? Dispatchers	s, media, elected officia	ls, and vetted applicants		
		(1)) Do supervisors use the CHP 428, Release and Waiver of Lia	ability?		✓ Yes	□No
			(a) Is the CHP 428 kept for the appropriate period of time?			✓ Yes	□No
3.	SE	RV	/ICE ARRANGEMENTS	Yes Yes	ACTION REQUIRED No	CORRECTED)
-	a.	W	hat vendors are being used for servicing or repairing vehicles?	DCH Dodge, Rancho	Temecula Ford, Lake E	lsinore Fo	rd, and
		se	everal small business body shops.				
		(1)) Are they authorized dealers?			✓ Yes	□No
		(2)) What process was used in selecting a service vendor? Qua	ality of work, price, abil	ity to complete work in	a timely n	nanner, and
			proximity to Area office.				
		(3)) What are the hourly rates being charged? \$95.00 per/hour				
			(a) Are discounts given on parts?			☐ Yes	☑ No
		(4)	Has the command shopped for the most cost effective vendo	ors?		☐Yes	☑ No
		(5)	, , , , , , , , , , , , , , , , , , , ,	ems in order to maintain	good		_
-		(0)	long-term relationships?			✓ Yes	∐ No
_	1.	_	Does the AT adhere to policy in HPM 11.2, Materials Manage			✓ Yes	□ No
	D.		vehicle availability has been a problem, has Area experimented		ance?	Yes	☑ No
		(1)		oximately 50%			
		(2)				Yes	☑ No
_		(3)		rectively'?	_	☐ Yes	☑ No
_	_		(a) Is overtime needed for maximum enforcement periods?			Yes	✓ No
_	_		e provisions adequate to ensure regular washing of vehicles?			Yes	□No
		(1)	How are interiors cleaned? Vehicles are taken to the local of	car wash.			
		_					

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)) Is t	the Area's vehicle washing procedure practical and econo	mical?		✓ Yes	□No	
		(a)	Is excessive officer time used to wash vehicles?			☐Yes	☑ No	
	(3)) Is t	there more than one car wash facility available?			✓ Yes	□No	
,	(4)) Are	e vehicles being excessively washed or detailed?			☐ Yes	☑ No	
	(5)	Do	es the Area have a maintenance worker or janitor wash c	ars?		☐Yes	☑ No	
	(6)	ls t	here any other program that can be of assistance in wash	ning cars?		☐Yes	☑ No	
d	. Ho	ow do	officers report defective equipment? The Automotive	Fechnician maintains a "	B/O" vehicle clipboard.	Mechanic	cal, radio and	
	en	nerge	ency operation equipment problems are logged on the boa	ard.				
	(1) Who is authorized to declare a vehicle unsafe for patrol? The Automotive Technician, Officers, and Sup							
	(a) Who determines when a vehicle is safe after repair or checking of defects? The Automotive Technician.							
	(b) Does he/she sign off the report form and indicate what has been done?						□No	
	(c) Is this system effective?					✓ Yes	□No	
	(d) How long are records kept? 3 years plus current							
	(e) Is there a system in place to check vehicles for defects after high speed pursuits?						□No	
4. M	ILEA	GE I	MANAGEMENT	Yes	ACTION REQUIRED Yes	CORRECTED		
a.	Do	es Ar	rea have a system to ensure equitable mileage accumula	tion on all vehicles?		Yes	✓ No	
	(1)	Are	vehicles run out in the same order they are received?			Yes	✓ No	
	(2)	Is th	nere an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	☐Yes	✓ No	
		(a)	If not, can adjustments be made to accomplish this?			✓ Yes	□No	
b.	Ho	w are	adjustments to mileage accomplished? The Automotive	ve Technician should rot	ate vehicle assignments	to ensure	low mileage	
	vel	hicles	s are driven.					
	(1)	Do 1	field supervisors and officers understand their responsibil	ity in vehicle assignment	ts?	✓ Yes	□No	
	(2)	Doe	es the AT understand what is required?			✓ Yes	□No	
	(3)	Doe	es the Area have a "personalized vehicle assignment" pro	gram?		✓ Yes	□No	
		(a)	If so, how does it effect mileage averaging? There is a	wide discrepancy in mil	eage on vehicles of the	same year	, Area has	
			relatively old vehicles in the fleet which have not been	run out and are currently	y out of warranty or will	be in the	near future.	
C.	Hov	w doe	es the Area project run outs? CHP 57 and a review of m	nileage records.				
	(1)	ls F	OS provided 30-45 days advance notice?			✓ Yes	□No	

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

		(· · · · · · · · · · · · · · · · · · ·				
	(2)	What has been the condition of vehicles returned to FOS?	Good or better			
	/01					
	(3)	Are the right equipment options completed?	Leuringen	L. OTION DESCRIPTION	✓ Yes	□ No
5. A	UTC	MOTIVE WORK AREA/EQUIPMENT	Yes Yes	Yes	CORRECTED)
a	. Is	there adequate space and comfort in the AT office?			✓ Yes	□No
	(1)	Is the office arranged neatly, and are all bulletins and manua-	als current?		☐Yes	☑ No
	(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	. Is	the space for working on vehicles adequate?			✓ Yes	□No
	(1)	Is it clean and organized?		✓ Yes	□No	
C.	Do	es the AT have the supply of tools listed in HPM 31.1, Fleet C	oter 6?	✓ Yes	□No	
	(1)	Is there an inventory?		☐ Yes	✓ No	
		(a) When was it last checked? UNKNOWN		☐ Yes	□No	
	(2)	Are the tools located where they can be easily accessed by	n vehicles?	✓ Yes	□No	
		(a) Are they clean and properly maintained?		✓ Yes	□No	
		(b) Is there security for the tools when the AT is not presen	✓ Yes	□No		
		(c) Who has access to the tools? AUTO TECH		☐ Yes	□No	
d.	Do	es the AT have the equipment necessary to perform all requir	red tasks?		✓ Yes	□ No
	(1)	If not, has it been budgeted for and/or ordered?		☐Yes	✓ No	
e.	ls t	he equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?			☐ Yes	✓ No
f.	Are	there additional tools or items of equipment needed?			☐ Yes	✓ No
	(1)	Could the AT be more effective if they were available?			☐ Yes	☑ No
	(2)	Can they and/or have they been requisitioned or requested?		41	☐ Yes	☑ No
6. TI	RES	PARTS AND SUPPLIES	Yes	Yes	CORRECTED)
a.	ls t	he space provided for parts and supplies adequate?			✓ Yes	□No
	(1)	If not, can more space be provided?			☐ Yes	✓ No
	(2)	Is the space neatly and logically organized?	☐ Yes	☑ No		
	(3)	Is there adequate security?	✓ Yes	□No		
	(4)	Who has access to the parts/supplies? Automotive Technical	ician and Area Supervis	ors/Management		
	(5)	Are batteries stored in a dry location, off the cement floor?			√ Yes	□No
b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as rec	uired?	✓ Yes	□No

2001 92

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	Are reasonable numbers of parts/supplies stocked?			✓ Yes	□No
	(1) Are there obsolete parts on hand?			✓ Yes	□No
d.	Does Area stock parts/supplies purchased by the Department, ar	nd provide them to the	vendor for installation?	✓ Yes	□No
e.	Are adequate records maintained for tires, and are all tires accou	unted for?		☐ Yes	✓ No
	(1) Are tire requests properly documented and ordered through Business Services Section?	the Purchasing Service	s Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
	(a) Are records reviewed by management?			✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
	(a) How are tires stored? On a locked rack in the work b	oay.			
	(4) Is access to the tires restricted to the AT and his/her assistar	nt or backup?		✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?			☐ Yes	✓ No
	(6) Does it appear tires are being replaced prematurely?			☐Yes	☑ No
	(7) Are adequate records maintained for used tires?			✓ Yes	□No
	(a) Is the disposition of used tires within policy?			✓ Yes	□No
f.	How are old tires/batteries disposed of? The state contractor pi	cks up used tires for di	sposal. Batteries are dis	posed of at	the
	dealership at time of service.				
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (C	HP 265) sent to prospe	ective bidders?	☐Yes	✓ No
	(2) Are either tires or batteries being traded to offset installation	costs?		Yes	✓ No
	(3) Are the provisions of any tire or battery disposal contract being	ng met?		✓ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardo	us materials properly m	arked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies b	een conducted?		☐ Yes	☑ No
	(1) Who conducted the count? Unable to locate a recent parts of	or tire inventory.			
_					
. FU	EL DISPENSING FACILITY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	Ó TOTAL TOTA
a.	Normally, is all fuel used by departmental personnel dispensed th command location?		1212	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel f	rom service stations in	emergencies? Off-site	fueling is	dictated by
	Area S.O.P. All vehicles are equipped with a State fuel card	for use at off-site facil	ities.		
	(a) Is self-service or full-service used? Self Service.				

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_			
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
	b. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□ No
(c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
C	d. Who fuels the vehicles? The individual driver.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
€	e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? The Automotive Technician has the	key to the	storage tank,
	Officers and supervisors have the keys to the pumps.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	. What method is used to log fuel and oil used in individual vehicles? The Automotive Technician maintains a cl	ipboard to	log fuel and
	oil usage. The clipboard is kept on the fuel island.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Attempts are made to identify and co	orrect the e	rror.
g	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? Spring 2009		
h	n. Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Monthly or as necessary.		
	(2) At what level is it refilled? When 20% of total capacity is remaining in the tank.		
i.	How does the Area secure the fuel pumps when they are not in use? Pumps are lockable and parking lot has rest	ricted acce	ess.
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

=			EVALUATED	ACTION REQUIRED	CORRECTED	
8. S	AFE	:TY	Yes	Yes		
a	. Do	oes the Area conduct an inspection of the facility twice each yea	ar to detect safety haza	ards?	✓ Yes	□No
	(1)) Are the AT's work areas inspected?			✓ Yes	□No
b	. Ar	re there possible unsafe conditions within the AT's work areas?			☐ Yes	☑ No
	(1)) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2)	Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No
	(3)	Are fire extinguishers charged, inspected and of the proper ty	ype?		✓ Yes	□No
	(4)	Are any batteries leaking or stored improperly?			☐Yes	☑ No
	(5)	Are there loose items on the floor?			✓ Yes	□No
	(6)	Is the bench grinder firmly affixed, and are there safety glass	es available?		✓ Yes	□No
		(a) Are they worn by the AT?			✓ Yes	□No
	(7)	Is the battery charger in a safe place?			✓ Yes	□No
	(8)	Are masks available for AT's to wear when servicing brakes?			✓ Yes	□No
		(a) If yes, are they worn?			✓ Yes	□No
	(9)	Are jack stands properly utilized?			✓ Yes	□No
C.	Wh	nat is the Area occupational safety record as it relates to fleet m	nanagement? Very go	ood		
	(1)	Have any injuries been prevented with an improved safety av	vareness program?		✓ Yes	□No
9. V	EHIC	CLE RECORDS AND MAINTENANCE	Yes	Yes	CORRECTED	
a.	Are	e fleet records logically filed?			☐Yes	☑ No
	(1)	Are they conveniently located and available to the AT and su	pervisor?		☐Yes	✓ No
	(2)	Do files contain all required documents?			Yes	□No
		(a) If documents are not in files, where are they located? U	Inknown, fleet files we	re stacked on several she	lves	
b.	Do	the Fleet Focus (FF) documents comply with the instructions in	n HPM 31.1, Fleet Ope	rations Manual?	✓ Yes	□No
	(1)	Are documents legible and complete?			☐Yes	□No
	(2)	Who reviews the FF reports? Automotive Technician, fleet s	supervisor and Area m	anagement.		
	(3)	How is the information used in Area's fleet administration? T	o reassess the operation	nal and cost effectiveness	s of fleet of	perations.
C.	ls th	ne CHP 424 current?			✓ Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or dupl	icate services?		☐ Yes	☑ No

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

	(2) Have required services been done at the proper mileage	?		✓ Yes	□No
d	d. Is the Area using the most effective and economical method	✓ Yes	□No		
	(1) Are hourly rates in line with prevailing rates?	✓ Yes	□No		
	(2) Does the AT refer to manuals for invoice cost information	1?		✓ Yes	□No
	(3) Is work being done by vendors that should be done by the	e AT?		☐Yes	✓ No
	(4) Are there any warranty problems?			✓ Yes	□No
	(a) If so, are they being resolved?			✓ Yes	□ No
	(5) Is the credit card being used in lieu of an invoice?			Yes	✓ No
	(6) Does the commander or his/her designee review and/or	approve invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approv	ral indicated on the invoice	? Any repair over .10 c	ents per mi	le remaining
	on vehicle requires pre-authorization from Fleet Ope	erations. All other invoice	s are stamped and appro	ved by Are	a Lieutenant.
e.	e. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□ No
	(1) If parts are on invoices, does the vendor give a discount?	?		✓ Yes	☐ No
f.	f. Are fleet operations bulletins maintained and accessible to the	✓ Yes	☐ No		
10.	CONDITION OF THE FLEET	Yes	ACTION REQUIRED No	CORRECTE	0
а.	a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, a	re there any patterns or p	oblems identified?	Yes	☑ No
	(1) Have any unauthorized modifications been made on vehi	icles?		Yes	✓ No
11.	MOTORCYCLES	Yes	ACTION REQUIRED No	CORRECTED	5
a.	a. Is the Area commander involved and kept informed of motorc	ycle deployment, needs, p	roblems, etc.?	✓ Yes	□No
	(1) Are the program objectives clearly understood by the com-	nmander and supervisors?		✓ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motor	cycle operations?		✓ Yes	□No
b.	b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?			✓ Yes	□No
	(1) Are motorcycles being used on beats with predominantly high speed problems?			✓ Yes	□No
	(2) Are motorcycles used for special duty officer transportation?				✓ No
	(3) Are motorcycles parked at the Area office during vacation	✓ Yes	□No		
C.	c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?			✓ Yes	□No
	(1) What system is in place to verify understanding and compliance? Bulletins and quarterly accidents are discussed on Area training				
	days with all riders.				
	(2) Are Bulletins discussed with riders?			✓ Yes	□No
d.	l. What type of active safety program does the Area have? $ { m Ter} $	necula Area has an active	Occupational Safety Pro	ogram.	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP	453F	(Rev. 6-06) OPI 009		
	(1)	Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)	What is the Area's safety record? At or below the Division average.		
		(a) How does it compare with Division and statewide rates? At or below, Division and statewide rates		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop? At Area when practical.		
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐Yes	✓ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	✓ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	✓ No
	(6)	Are any repairs being done by riders?	☐ Yes	✓ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	✓ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	Is th	ere adequate space to park and/or store motorcycles?	✓ Yes	□No
	(1)	Is safety compromised?	☐ Yes	✓ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□ No
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	☐Yes	☑ No
	(4)	ls a battery charger available?	✓ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	✓ Yes	□No			
i. What arrangements have been made for servicing and repairing motorcycles? Area utilizes Malcom Smith Motorcycles in Riverside					
and North County BMW in Escondido.					
(1) Is it satisfactory and cost effective?	✓ Yes	□No			
(2) Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No			
(3) How is repair work verified? Repairs are verified by the assigned rider, invoices are reviewed by the Autom	otive Tec	nnician,			
Motor Supervisor and finally the Area Lieutenant.					
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	☑ No			
(a) Is a supervisor's permission required?	☐Yes	☑ No			
(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No			
(5) If not ridden, how are motorcycles transported to vendors for repairs? Temecula Area maintains a dedicated	d trailer fo	or the			
transportation of departmental motorcycles.					
(6) Does the Area have a motorcycle trailer?	✓ Yes	□No			
(a) How often is it used? Monthly or less often					
(b) If one is not available, has Area budgeted for one?	☐ Yes	✓ No			
j. Are vehicle files logically kept and up-to-date?	☐ Yes	✓ No			
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	✓ No			
(2) Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No			
(3) Is service up-do-date?	✓ Yes	□No			
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	✓ Yes	□No			
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□ No			
(2) Are the forms filed for the life of the motorcycle?	✓ Yes	□No			
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No			

c453f606.pdf

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

	Page	1	of	3
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Command:	Division:	Chapter:		
Border Border		6-Fleet Mgmt		
Inspected by:		Date:		
Sergeant Ce	sar Murillo	10-15-2009		

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or on number. Under "Forward to:" enter the nent shall be utilized to document innovative action plans. A CHP 51 Memorandum may	practices, suggestions for statewide			
TYPE OF INSPECTION X Division Level	evel	Total hours expended on the inspection:	Corrective Action Plan Included x Attachments Included			
Follow-up Required:	Forwa					
Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement: None						
Inspector's Findings:						
The management and supervisors at Border Division are actively involved in the fleet management program. The Automotive Technicians are well qualified and competent mechanics. They take pride and ownership of the fleet and the care and maintenance of each and every vehicle. The AT's keep meticulous records (paper and electronic). These records were found to be well organized, easy to find, read and understand. During the inspection, it was determined that the last tool inspection was conducted 03/2009. Currently, they are performing an audit of supplies and equipment. No other discrepancies were observed or noted.						

Commander's Response:

Concur or

Do Not Concur (Do Not Concur shall document basis for response)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:
Border Border		6-Fleet Mgmt
Inspected by:		Date:
Sergeant Ce	10-15-2009	

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Border Border		6-Fleet Mgmt
Inspected by:	Date:	
Sergeant Cesa	10-15-2009	

	di ya Fe		
Required Action		a Can	
Corrective Action Plan/Timeline			

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10-27-09
	INSPECTOR'S SIGNATURE	DATE (4-27-09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	10-29:09

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Border Division	Border Division	601
EVALUATED BY		DATE
Sergeant Cesar Mur	illo, #12494	10/7/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE 10/8/2010				
FOLLOW-UP REQUIRED Yes No BY	COMMANDER'S REVIEW	ramer	DATE / O	-27-0	
1. AREA ADMINISTRATION	EVALUATED X	ACTION REQUIRED	CORRECTE	ס	
a. Is there a clear line of supervision and accountability for the	Area's fleet manageme	nt?	✓ Yes	□No	
(1) Is the Area commander involved and informed?			✓ Yes	□No	
(a) Does he/she monitor invoices?			✓ Yes	□No	
(2) Who is authorized to approve invoices? Administrative	ve Lieutenant, Staff Ser	geant, and Staff Services	Manager		
b. What is the background experience of the Automotive Techn	nician (AT)? The first	AT has forty five years of	experience in	the	
automotive business. The second has six years in the autom	nobile business. Both als	so receive formal training	by the depart	ment.	
(1) Are sufficient instructions and training provided?			✓ Yes	□No	
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No	
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No	
(4) Does the AT have good rapport with Area personnel and	d vendors?		✓ Yes	□No	
(5) Does the AT ensure vehicles are available at shift change	ge?		✓ Yes	□No	
(6) Does the AT periodically attend staff meetings?			☐ Yes	✓ No	
(7) Does the AT have ideas/suggestions for improving the p	orogram?		✓ Yes	□No	
c. How much maintenance work is being done by the AT? Rou	utine maintenance(e.g. o	change of oil/filter, replac	e brake pads,	mount/	
balance tires, replace belts/hoses/bulbs, and minor electrica	I/mechanical repairs) is	performed by the AT's.			
(1) Is he/she qualified to perform maintenance and minor re	epairs?		✓ Yes	□No	
(a) If these duties are not being performed, why not?					
d. What other duties or responsibilities are placed on the AT?	The AT's maintain the	vehicle files, updates Fle	eet Focus, moi	nitors mileag	
and fuel usage daily, obtains estimates for collision-damage					
2. VEHICLE USE	EVALUATED X	ACTION REQUIRED	CORRECTE)	
a. How many "E" Class vehicles are assigned to the Area? 15		·			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the co	nmander?		✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the fo	rmula, what justificatior	has been made? N/A		
b.	o. Are there procedures in place to ensure there are sufficient	vehicles available at the	e beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in order	er to keep the vehicles	on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available.	lable?		Yes	□No
C.	. What is the justification for any vehicle kept at employees ho	mes after duty hours?	See attached		
d.	l. Who does the commander allow to ride in vehicles? The pr	ovisions of General Or	der 100 42 are adhered to		
	(1) Do supervisors use the CHP 428, Release and Waiver		der 100, 72 dre dellered (o,	✓ Yes	
-	(a) Is the CHP 428 kept for the appropriate period of tin			✓ Yes	□ No
	SERVICE ARRANGEMENTS	EVALUATED	ACTION REQUIRED	CORRECTE	
		X			
				1 4 11 4 4	Flace
	. What vendors are being used for servicing or repairing vehic	les? Jimmie Johnson	Chevrolet, Rancho Dodge	and Allstar	
		les? Jimmie Johnson	Chevrolet, Rancho Dodge		
	(1) Are they authorized dealers?			✓ Yes	□No
				✓ Yes	□No
	(1) Are they authorized dealers?	The AT's and Divisio	n management considered	✓ Yes the service v	☐ No endors
	(1) Are they authorized dealers?(2) What process was used in selecting a service vendor?	The AT's and Divisionrly rates, discount on p	n management considered	✓ Yes the service v	☐ No endors
1,723	(1) Are they authorized dealers?(2) What process was used in selecting a service vendor?location, reputation, quality and reliability of work, how	The AT's and Divisionrly rates, discount on p	n management considered	✓ Yes the service v	☐ No endors
	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$ 	The AT's and Divisionrly rates, discount on p	n management considered	✓ Yes the service v CHP paymen	□ No endors t procedure
1,723	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$ (a) Are discounts given on parts? 	The AT's and Divisionrly rates, discount on page 100.00	n management considered parts and to acceptance of	✓ Yes the service v CHP paymen ✓ Yes	□ No endors t procedure □ No
1,723	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$ 	The AT's and Divisionally rates, discount on public 100.00 endors?	n management considered parts and to acceptance of	✓ Yes the service v CHP paymen ✓ Yes ✓ Yes	□ No endors t procedure □ No □ No
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$ (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors, or work out properties. (5) Does the Area constantly change vendors, or work out properties. 	The AT's and Divisionally rates, discount on page 100.00 endors? Troblems in order to main agement Manual, when	n management considered parts and to acceptance of intain good	✓ Yes the service v CHP paymen ✓ Yes ✓ Yes ✓ Yes	□ No endors t procedure □ No □ No
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$ (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ventors. (5) Does the Area constantly change vendors, or work out plong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Materials 	The AT's and Divisionally rates, discount on particularly rates, discount on particular and part	n management considered parts and to acceptance of intain good en making purchases?	✓ Yes the service v CHP paymen ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No endors t procedure No No No
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$	The AT's and Divisionally rates, discount on particularly rates, discount on particular and part	n management considered parts and to acceptance of intain good en making purchases?	✓ Yes the service v CHP paymen ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No endors t procedure No No No
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? Iocation, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$ (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective with the command shopped for t	The AT's and Divisionally rates, discount on party rates, discount on party and party	n management considered parts and to acceptance of intain good en making purchases?	✓ Yes the service v CHP paymen ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes within the div	□ No endors t procedure □ No □ No □ No □ No □ No □ No □ No
a.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, howards are the hourly rates being charged? Auto repair \$\frac{3}{2}\$ (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective with the command shopped for the most cost	The AT's and Divisionally rates, discount on party rates, discount on party and party	n management considered parts and to acceptance of intain good en making purchases?	✓ Yes the service v CHP paymen ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No endors t procedure □ No □ No □ No □ No □ No □ No □ No □ No
b.	 (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? location, reputation, quality and reliability of work, how (3) What are the hourly rates being charged? Auto repair \$ 	The AT's and Divisionally rates, discount on proceeding the second of th	n management considered parts and to acceptance of intain good en making purchases?	✓ Yes the service v CHP paymen ✓ Yes □ No endors t procedure □ No □ No □ No □ No □ No □ No □ No □ No	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(2)	Is the Area's vehicle washing procedure practical and econo	omical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3)	Is there more than one car wash facility available?			✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?			☐ Yes	✓ No
	(5)	Does the Area have a maintenance worker or janitor wash of	cars?		☐ Yes	✓ No
	(6)	Is there any other program that can be of assistance in was	hing cars?		☐ Yes	✓ No
d	. Hov	w do officers report defective equipment? A defective equipment	pment / repair log outside	e of AT's office. Officer	s/Investiga	itors also
	adv	rise the AT's and unit supervisors.				
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	Officers and AT's depend	ling the level of work re	quired.	
		(a) Who determines when a vehicle is safe after repair or c	hecking of defects? AT's	after inspections.		
		(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? For the life of the vehicle.				
		(e) Is there a system in place to check vehicles for defects	after high speed pursuits	?	✓ Yes	□No
4. N	IILEA	GE MANAGEMENT	EVALUATED X	ACTION REQUIRED	CORRECTED	
a	. Doe	es Area have a system to ensure equitable mileage accumula	-		☐ Yes	✓ No
	(1)	Are vehicles run out in the same order they are received?			☐ Yes	☑ No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	☐Yes	☑ No
		(a) If not, can adjustments be made to accomplish this?			☐Yes	☑ No
b.	How	v are adjustments to mileage accomplished? Vehicles are a	ssigned to specific Offic	ers and Investigators. D	epending o	on how
	freq	quent the use of the vehicle				
	(1)	Do field supervisors and officers understand their responsible	lity in vehicle assignment	ts?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pro	ogram?		✓ Yes	□No
		(a) If so, how does it effect mileage averaging? Most veh	icles are assigned to spec	cific units, auto theft, m	otor carrie	r,
		recruitment, applicant investigations, commercial, MA	IT. The officer/ Investig	gator will use the vehicl	e dependin	g on their
		needs.				
C.	How	does the Area project run outs? based on vehicle mileage	from the last service and	l it is done 30-45 days p	rior. remi	nders are
	plac	eed on grease board in the office.				
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_						
	(2	2) What has been the condition of vehicles returned to FOS?	Good condition wh	en delivered to Torrance	Facility.	
_	(3	Are the right equipment options completed?			✓ Yes	□No
-			EVALUATED	ACTION REQUIRED	CORRECTE	
		OMOTIVE WORK AREA/EQUIPMENT	X			
a	ı. İs	there adequate space and comfort in the AT office?			✓ Yes	□ No
	(1)) Is the office arranged neatly, and are all bulletins and manu	uals current?		✓ Yes	□No
	(2)) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	. Is	the space for working on vehicles adequate?			✓ Yes	□No
	(1)) Is it clean and organized?			✓ Yes	□No
С	. Do	oes the AT have the supply of tools listed in HPM 31.1, Fleet	Operations Manual,	Chapter 6?	✓ Yes	□No
	(1)) Is there an inventory?			✓ Yes	□No
		(a) When was it last checked?			☐ Yes	□No
	(2)) Are the tools located where they can be easily accessed by	y the AT when worki	ng on vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?			✓ Yes	□No
		(b) Is there security for the tools when the AT is not present	nt?		✓ Yes	☐ No
		(c) Who has access to the tools?	-24 - 11 - 12		☐ Yes	□No
d	. Do	pes the AT have the equipment necessary to perform all requi	ired tasks?		✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?	λ		☐ Yes	□No
е	. Is	the equipment neat, clean and in good repair?			√ Yes	□No
	(1)	Have replacements been planned and budgeted for?			✓ Yes	□No
f.	Are	e there additional tools or items of equipment needed?			☐ Yes	✓ No
	(1)	Could the AT be more effective if they were available?			☐ Yes	✓ No
	(2)	Can they and/or have they been requisitioned or requested	1?		☐ Yes	✓ No
6. T	IRES	S, PARTS AND SUPPLIES	EVALUATED X	ACTION REQUIRED	CORRECTED	
a.	ls t	the space provided for parts and supplies adequate?			✓ Yes	□No
	(1)	If not, can more space be provided?			☐ Yes	□No
	(2)	Is the space neatly and logically organized?			✓ Yes	□No
	(3)	Is there adequate security?			✓ Yes	□No
	(4)	Who has access to the parts/supplies? AT's, maintenance	ce worker, Sergeant	and managers.		
	(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b.	Are	e automotive parts and supplies inventoried and maintained in	n Fleet Focus (FF) a	s required?	✓ Yes	□No

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CHP	453F	(Rev. 6-06) OPI 009				
С	. Are	reasonable numbers of parts/supplies stocked?			✓ Yes	□No
	(1)	Are there obsolete parts on hand?			✓ Yes	□No
d	. Do	es Area stock parts/supplies purchased by the Department, a	and provide them to the v	endor for installation?	✓ Yes	□No
е	. Are	adequate records maintained for tires, and are all tires acco	unted for?		✓ Yes	□No
	(1)	Are tire requests properly documented and ordered through Business Services Section?	the Purchasing Services	s Unit of	✓ Yes	□No
	(2)	Are proper guidelines in place for record keeping?			✓ Yes	□No
		(a) Are records reviewed by management?			✓ Yes	□No
	(3)	Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
		(a) How are tires stored? Stored on tire racks inside sh	op bay. Used tires stored	in a locked conex box i	n parking ¹	lot.
	(4)	Is access to the tires restricted to the AT and his/her assista	ant or backup?		✓ Yes	□No
	(5)	Does Area provide motorcycle vendors with a stock of tires	?		Yes	✓ No
	(6)	Does it appear tires are being replaced prematurely?			✓ Yes	□No
	(7)	Are adequate records maintained for used tires?			✓ Yes	□No
		(a) Is the disposition of used tires within policy?			✓ Yes	□No
f.	How	are old tires/batteries disposed of? see attached				
	(1)	Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospe	ctive bidders?	☐ Yes	✓ No
	(2)	Are either tires or batteries being traded to offset installation	costs?		☐ Yes	✓ No
	(3)	Are the provisions of any tire or battery disposal contract be	ing met?		✓ Yes	□No
g.	Are	Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□No
	(1)	Are all containers (other that the original) containing hazard	ous materials properly m	arked?	✓ Yes	□No
h.	Has	the quarterly count of parts, tires, accessories and supplies	been conducted?	=	✓ Yes	□No
	(1)	Who conducted the count? AT's conducted the audit 9/1/0	9. sample audit on tires	was also conducted.		
7. FI	JEL D	DISPENSING FACILITY	EVALUATED X	ACTION REQUIRED	CORRECTED)
а.		mally, is all fuel used by departmental personnel dispensed mand location?		the	✓ Yes	□No
	(1)	What procedures have been established for purchasing fue	I from service stations in	emergencies? Voyage	er card is u	sed as a last
		resort by Border Division personnel.				
		(a) Is self-service or full-service used? Self				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

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,			
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	s. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	☑ No
C.	. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d	. Who fuels the vehicles? Drivers of state vehicles		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
е	. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? AT's, maintenance worker and Serg	eant	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? gas log which is entered by driver of state	vehicle, Oi	l used is
	logged in by the drivers or AT's.		
	(1) Are records maintained as required?	✓ Yes	☐ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? AT's check logs if discrepancies are	present the	Sergeant
	gets involved. To date there have been none reported.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? 9-11-09 by WEST STAR ENVIRONMENTAL IN	√C.	
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Approximately every two months.		
	(2) At what level is it refilled? When there are 1400 gallons of fuel left in the storage container.		
i.	How does the Area secure the fuel pumps when they are not in use? Combination locks		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

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8. S	SAFETY	EVALUATED X	ACTIO	N REQUIRED	CORRECTED	
а.	. Does the Area conduct an inspection of the facility twice each ye	ear to detect safe	ety hazards?		✓ Yes	□No
	(1) Are the AT's work areas inspected?				✓ Yes	□No
b.	. Are there possible unsafe conditions within the AT's work areas	?			☐ Yes	✓ No
	(1) Is the shop floor clean and free of any spills?				✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?				☐Yes	✓ No
	(3) Are fire extinguishers charged, inspected and of the proper	type?			✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?				☐ Yes	☑ No
	(5) Are there loose items on the floor?				☐ Yes	✓ No
	(6) Is the bench grinder firmly affixed, and are there safety glas	ses available?			✓ Yes	□No
	(a) Are they worn by the AT?				✓ Yes	□No
	(7) Is the battery charger in a safe place?				✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing brakes	\$?			✓ Yes	□No
	(a) If yes, are they worn?				✓ Yes	□No
	(9) Are jack stands properly utilized?				✓ Yes	□No
c.	What is the Area occupational safety record as it relates to fleet	management?	Excellent- the	re have been no fle	eet manage	ement related
	injuries for the past several years.					
	(1) Have any injuries been prevented with an improved safety a				✓ Yes	□No
9. V	EHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTIO	N REQUIRED	CORRECTED	
a.	Are fleet records logically filed?				✓ Yes	□No
	(1) Are they conveniently located and available to the AT and s	upervisor?			✓ Yes	□No
	(2) Do files contain all required documents?				✓ Yes	□No
	(a) If documents are not in files, where are they located?					
b.	Do the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, FI	eet Operations	Manual?	✓ Yes	□No
	(1) Are documents legible and complete?				✓ Yes	□ No
	(2) Who reviews the FF reports? Sergeant Redel					
	(3) How is the information used in Area's fleet administration?	Routine service	work is perfor	med as scheduled.	. Vehicles	with
	persistent mechanical problems are identified.					
C.	Is the CHP 424 current?				✓ Yes	□ No
	(1) Does the CHP 424 reveal any unusual repair patterns or du	plicate services?			☐ Yes	✓ No

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	(2) Have required services been done at the proper mileage?			✓ Yes	□No
d	. Is the Area using the most effective and economical method of	repairing/maintaining the	e fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3) Is work being done by vendors that should be done by the	AT?		Yes	✓ No
	(4) Are there any warranty problems?			Yes	✓ No
	(a) If so, are they being resolved?			Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			Yes	✓ No
	(6) Does the commander or his/her designee review and/or ap	prove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice	? All repair invoices ov	er \$1000.0	0 are
	approved by the Administrative Lieutenant or designe			_	
			i		
e.	Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
-	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f,	Are fleet operations bulletins maintained and accessible to the A			✓ Yes	No
10.	CONDITION OF THE FLEET	EVALUATED	ACTION REQUIRED	CORRECTE	
000	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any natterns or pr	ablama identified?	□ Vaa	[7] Na
a.	(1) Have any unauthorized modifications been made on vehicle		obiems identified?	Yes	☑ No
22		EVALUATED	ACTION REQUIRED	☐ Yes	☑ No
11.	MOTORCYCLES	Does not apply	Does not apply	Does not	apply
a.	Is the Area commander involved and kept informed of motorcyc	ele deployment, needs, p	roblems, etc.?	Yes	□No
	(1) Are the program objectives clearly understood by the comm	ander and supervisors?		Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motorcy	cle operations?		☐ Yes	□No
b.	Are motorcycles being deployed in conformance with department	ntal policy and Fleet Ope	erations Bulletins?	☐ Yes	□No
	(1) Are motorcycles being used on beats with predominantly hi	gh speed problems?		☐ Yes	□No
	(2) Are motorcycles used for special duty officer transportation	?		☐ Yes	□No
	(3) Are motorcycles parked at the Area office during vacations	and extended days off?		☐Yes	□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed to	gether?		☐ Yes	□No
	(1) What system is in place to verify understanding and compli	ance?			
	(2) Are Bulletins discussed with riders?			Yes	□No
d.	What type of active safety program does the Area have?			_	_
				-	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

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(1)	Is there a Defensive Rider Program?	Yes	□No
15)	Is there a sufficient number of CMTOs?	☐ Yes	□No
(3)	What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		
(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
	(a) Are mandatory exercises being conducted?	☐ Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
. Are	e emergency radio repairs made at the office or at the radio shop?		
(1)	Are the arrangements satisfactory?	Yes	□No
(2)	Is the repair person proficient?	Yes	□No
(3)	Is service available on weekends?	☐ Yes	□No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
(6)	Are any repairs being done by riders?	☐Yes	□No
(7)	Does the Area swap radios with idle units to reduce down time	☐ Yes	□No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
. Is t	here adequate space to park and/or store motorcycles?	☐ Yes	□No
(1)	Is safety compromised?	Yes	□No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
	(a) Has it been inspected and approved?	☐Yes	□No
	(b) Are records of the approval on file?	☐ Yes	□No
	s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	Yes	□No
(1)	Do equipment and accessory times comply with departmental regulations?	□ Yes	□No
(2)	Is there ample supply available?	□Yes	U No
(3)	Are spare tires available?	☐Yes	DN0
(4)	Is a battery charger available?	☐ Yes	□No

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1	(5) Is there security and an accurate inventory kept?	☐ Yes	□No
i.	What arrangements have been made for servicing and repairing motorcycles?		
	(1) Is it satisfactory and cost effective?	Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
	(3) How is repair work verified?		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
	(a) Is a supervisor's permission required?	☐Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		
	(6) Does the Area have a motorcycle trailer?	☐ Yes	□No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j.	Are vehicle files logically kept and up-to-date?	Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3) Is service up-do-date?	Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☐ Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	□Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	☐ Yes	Ų No
	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐Yes	□No

1. Area Administration

a. Fleet supervision

The Division Commander, Chief Dominguez, has appointed Fleet Management responsibilities to Division Administrative Lieutenant Kramer. Lt. Kramer is personally involved with assuring proper operational maintenance of the division fleet and delegates the duties to Sergeant Redel. There is a clear line of supervision and accountability. Patrol and unmarked (undercover) and motor carrier repair and service invoices are reviewed and approved by Sergeant Redel, Staff Services Manager Mary Graham and in the event they are not available, Lt. Kramer approves. Before a major repair to a vehicle is made, approval is obtained from FOS by way of email.

b. Automotive Technicians and Maintenance Worker:

Border Division has two tenured Automotive Technicians; Mr. Henry de la Barrera has 45 years of general automotive experience. Diego Duarte has 6 years of experience with automobiles. On occasion, Maintenance Worker Ronnie Quitevis assists the AT's with changing tires. The AT's maintain reasonable rapport with division personnel and they have established good relationships with various vendors used.

The AT's and maintenance worker do not regularly attend staff meetings. Relevant technical information involving safe vehicle operation is provided to division personnel as it is received.

C. Maintenance by Automotive Technician

The AT's perform all routine maintenance for the division office, keeping outside costs for general maintenance to a minimum. Recently, the repair lift required replacing due to being defective. As a result, most of the routine repairs required to be taken to the dealership. A new lift was ordered and according to the AT's, it will take two weeks to install and become operational.

D. Other duties of AT's

The Division AT's prepare the monthly mileage and fuel usage reports. They prepare requisition reports for necessary parts and supplies. The AT's obtain estimates on wrecked vehicles and coordinates with motor transport for vehicle exchanges. During

emergencies the AT"S are tasked with taking supplies to other division areas and assist where needed.

2. Vehicle use

a. Vehicles Assigned

Border Divisions fleet consists of 9 black and white patrol vehicles. There are 6 unmarked vehicles for the Chief, Assistant Chiefs and Captains. The following is a breakdown of the vehicles serviced and assigned to the AT's at Border Division.

- 9 motor carrier vans
- 5 motor carrier supervisors
- 26 under cover vehicles assigned to Investigative Services Unit
- 3 freeway service patrol vehicles assigned to San Diego

Communication Center

- 1 Commander Vehicle assigned to the San Diego Communication Center
- 5 Mexico Liaison Unit
- 2 Department of Insurance Taskforce
- **9** Applicant Investigations
- 2 Commercial Unit
- 2 Vans
- 8 Specialty Vehicles (CP6, FOTS truck)
- **6** MAIT vehicles

b Vehicle availability

There are no problems enforcement/ unmarked vehicles availability under normal shift conditions.

d. The Division Chief, Assistant Chiefs and Motor Carriers are authorized to take the vehicles home. Appropriate justifications are on file.

3. Service Arrangements

a. Vendors

Border Division has a good rapport and working relationship with the local vendors. Jimmie Johnson Chevrolet and Rancho Dodge are in reasonable proximity to the office and give a discount on parts. The AT's also use Allstar Glass to replace windshields. All vendors are responsive to requests for service and minimize vehicle down time.

b. Weekend Maintenance

There is no problem with vehicle availability on weekends. The AT's work Monday- Friday.

c. Border Division currently uses two contract car washes to maintain fleet appearance. Once a week, a mobile car wash vendor washes assigned supervisor and management vehicles with little to no additional cost to the department.

4. Mileage Management

a. Average mileage

The AT's are aware of the importance that mileage averaging has with maintaining warranty and proper vehicle replacement. The AT's attempts to manage the fleet mileage through review of accumulated vehicle miles.

b. Border Division has an assigned vehicle program.

5. Automotive work area and equipment.

a. AT's office

The AT's facilities are adequate for the Border Division. Bulletins and manuals are kept current and the AT's service and flat rate manuals.

b. Tools

The tools are clean, properly maintained and easily accessible by the AT's. They are for use by the AT's, Maintenance Worker and all employees as necessary..

c. Equipment

The AT'S have the proper equipment to perform necessary tasks.

6. Tires, Parts and supplies

a. Parts and supply space

The space provided for parts and supplies are adequate. Currently there is an inventory being performed on supplies and equipment.

d. The area stocks necessary parts/ supplies and provide them to vendors to install whenever possible. Vendors do all work that is covered by warrant or not authorized to be completed by the AT's

e. Tires

The tire inventory was checked and found to be accurate. A physical count showed that the records are current and quarterly audits have been performed. New tires and used tires are secured on established racks. New tires are only available through the AT'S or their Sergeant. The AT'S appear to be cost aware and complies with suggested replacement guidelines.

f. Disposal.

Used tires are picked up by a certified recycler. He issues a manifest for the tires. Batteries are recycled as cores.

7. Fuel Dispensing Facility

g. Outside sources

Fuel is only purchased from service stations primarily under unusual circumstances or emergencies. Vehicles are required to fill up at an area office whenever possible. The use of the departmental credit card is discouraged to keep costs down.

h. Condition of fuel facility

The facility is in adequate repair and is free of clutter. The breakaway coupler is installed and the "emergency shut off valve" is clearly visible from the fuel pumps. The lighting is adequate and there is a fully charged fire extinguisher available.

- i. Supplies such as oil and window washer fluid and squeegees and paper towels are available at the pumps.
- **j.** The pump was last calibrated on 9-11-2009 by West Star Environmental services.

k. Tank testing/security

The fuel tanks were pressure tested on 9-11-2009. The pumps are locked and each division personnel have access to the fuel pumps.

l. Daily gas/ oil usage:

Employees record the fuel and oil dispensed into their vehicles when the supplies are used. The total amount reflected on the pump meter is compared to all of the individual entries daily. The records are maintained in accordance with the retention schedule.

h. The fuel is replenished at 1400 gallons.

9. Vehicle records and maintenance

a. Fleet records

The fleet records are filed chronological and are available to the AT's, Division commander or the supervisor. A review of the files shows the AT's are effectively managing and servicing the fleet. Fleet files contained all pertinent information including original assignment documents, vehicle maintenance and repair history as well as copies of repair orders and or invoices.

d. Effective and economical maintenance of fleet.

Currently all the work is being sent to the dealerships. The vehicle hoist is being repaired and should be functional within two weeks. An environmental test had to be conducted prior to the installation of the new hoist. All work is being performed within state police.

10. Condition of fleet

Inspection of several patrol vehicles in preparation for this inspection found them to be maintained in a clean and properly equipped condition.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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Communication		Management
Center		
		-1-2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.									
TYPE OF INSPECTION		Total hours expended on the	Corrective Action Plan Included						
	aval	inspection:	Corrective Action Plan Included						
☐ ☑ Division Level ☐ Command L	-evei	•	│						
☐ Executive Office Level		4	M Attachments moduled						
Follow-up Required:	Forwa	rd to:							
☐ Yes ☑ No	Due D	ate:							
Chapter Inspection:									
Inspector's Comments Regar	dina Ir	nnovative Practices:							
None	unig n	movation radiose.							
Command Suggestions for S	tatewic	le Improvement:							
None									
Inspector's Findings:									
All vehicles used at Bor	der Co	ommunication Center (618) are or	Border Division's inventory. All						
		vision Automotive Technicians an							
	Division. There are no fueling or repair facillities at Border Communication.								
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)									
Inspector's Comments: Shall etc.)	address	non concurrence by commander (e.g.,	findings revised, findings unchanged,						
None									
Required Action		·····································							
Corrective Action Plan/Timeli	ne								
			ä						
Employee would like to discuss this	report w	ith COMMANDER'S SIGNATURE	DATE						
the reviewer. (See HPM 9.1, Chapter 8 for appea	l proced	wres) KElSrame	10-30-09						
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		INSPECTOR'S SIGNATURE	DATE						
			10/80/09						
Reviewer discussed this report v	vith	RÉVIEWER'S SIGNATURE	DATE						
employee Concur Do not cor	ocur	1/1	120/29						
Solica Do not con	ioui		1 /0/						

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Border Comm Center	Border	
EVALUATED BY		DATE
Sgt. M. Redel		10/30/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Correction Report No BY	COMMANDER'S REVIEW	iam	DATE 10	30-09
1. AREA ADMINISTRATION	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is there a clear line of supervision and accountability for the Are	a's fleet management?		✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□No
(a) Does he/she monitor invoices?			☐Yes	✓ No
(2) Who is authorized to approve invoices? Border Division	Sgt. M. Redel			
b. What is the background experience of the Automotive Technicia	in (AT)? One has 45	ears or experience in the	ne automotivo	e field. The
other has six years of experience along with a trade school prog	gram. Both receive for	mal training from our d	epartment.	
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			☐ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No
(4) Does the AT have good rapport with Area personnel and ve	ndors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift change?			☐ Yes	☑ No
(6) Does the AT periodically attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas/suggestions for improving the prog	ram?		☐ Yes	☑ No
c. How much maintenance work is being done by the AT? Normal	l service and or repairs	are performed at Borde	er Division. 1	Major repairs
and warranty work is performed by contracted stations				
(1) Is he/she qualified to perform maintenance and minor repair	rs?	=	✓ Yes	□No
(a) If these duties are not being performed, why not? Cu	rrently minor repairs a	re sent out due to lift ho	oist being rep	aired.
Estimated completions date for hoist repair is 11/9/20	09.			
d. What other duties or responsibilities are placed on the AT? N/	A for Border Commur	ications		
2. VEHICLE USE	EVALUATED	ACTION REQUIRED	CORRECTED) F
	X			
a. How many "E" Class vehicles are assigned to the Area? 3 Three	(5)			

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	☐ Yes	✓ No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
(a) Is there a supply of tools and minor equipment available?	□Yes	☑ No
c. What is the justification for any vehicle kept at employees homes after duty hours? None		
d. Who does the commander allow to ride in vehicles? Ride-Alongs are done per policy		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□No
(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
B. SERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED	CORRECTE	0
a. What vendors are being used for servicing or repairing vehicles? Venders used by Border Division for their factors.	fleet. Jimmie	Johnson
Chevrolet, Rancho Dodge and All Star Glass		
(1) Are they authorized dealers?	✓ Yes	□ No
(2) What process was used in selecting a service vendor?		
(3) What are the hourly rates being charged?		
(a) Are discounts given on parts?	✓ Yes	□ No
(4) Has the command shopped for the most cost effective vendors?	✓ Yes	□ No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good		
long-term relationships?	✓ Yes	□ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	✓ Yes	□ No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	✓ No
(1) What percentage of the fleet is needed on weekends? N/A		
(2) Are there shortages of vehicles on Mondays?	☐ Yes	☑ No
(3) If more than one AT, are their hours/days scheduled most effectively?	✓ Yes	□No
(a) Is overtime needed for maximum enforcement periods?	☐ Yes	☑ No
c. Are provisions adequate to ensure regular washing of vehicles?	☑ Yes	□No
(1) How are interiors cleaned? Local contract car washes		

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(a) Is excessive officer time used to wash vehicles? (3) Is there more than one car wash facility available? (4) Are vehicles being excessively washed or detailed? (5) Does the Area have a maintenance worker or janitor wash cars? (6) Is there any other program that can be of assistance in washing cars? d. How do officers report defective equipment? Notify Border Division's automotive technicians or list defective item of Automotive Technician's office. (1) Who is authorized to declare a vehicle unsafe for patrol? Any employee (a) Who determines when a vehicle is safe after repair or checking of defects? Automotive Technicians. (b) Does he/she sign off the report form and indicate what has been done? (c) Is this system effective? (d) How long are records kept? (e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? Vehicles assigned to specific officers and commander. (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required?	officer time used to wash vehicles? n one car wash facility available?		☑ Yes	□ No ☑ No						
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(3) Does the Area have a "personalized vehicle assignment" program? (a) If so, how does it effect mileage averaging? Employees are assigned vehicles and mileage variers between	rs and officers understand their responsibility in vehicle assignme	nts?	✓ Yes	□No						
(a) If so, how does it effect mileage averaging? Employees are assigned vehicles and mileage variers between	rstand what is required?		✓ Yes	□No						
	ve a "personalized vehicle assignment" program?		✓ Yes	□No						
assignments.	es it effect mileage averaging? Employees are assigned vehicles	and mileage variers bet	ween emp	loyees and						
c. How does the Area project run outs? Based on last vehicle mileage from last service approximately 30 to 45 days in	oject run outs? Based on last vehicle mileage from last service a	approximately 30 to 45 d	lays in adv	ance.						
Automotive technicians keeps track of mileage on board in office.	is keeps track of mileage on board in office.									
	0-45 days advance notice?		✓ Yes	□No						
(1) Is FOS provided 30-45 days advance notice?										

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **FLEET MANAGEMENT**

	(2)	۱ (∕Vha	t ha	s be	en t	ne d	ono	ditic	on o	of ∨∈	hicl	es re	eturr	ned to	FOS	? (Good	condition	n with	all	services	s up to	date per	· pol	icy.			
	(3)) #	\re	the r	ight	equ	ipm	ent	ор	tion	s co	omp	letec	1 ?								W=				Yes		□No	
5.	AUTC	OMO	ОТІ	۷E۱	VOF	RK A	RE	A/E	:QL	JIPN	MEN	١T						Not A	ATED Applica	ble		ACTION F	REQUIRE	0	C	ORRECTE	D		
	a. Is	the	ere a	dec	uate	spa	ace	and	oo t	omfo	ort ii	n th	e AT	offi	ce?] Yes] No	
	(1))	sth	e off	ice :	arrar	nge	d ne	eatl	у, а	nd a	are .	all b	ulleti	ins ar	nd ma	nua	ls curi	ent?] Yes		□No	
	(2)) [)oe:	the	AT	mai	ntai	n a	se	rvice	e ar	nd fl	at ra	te m	nanua	al?										Yes	Ε	□No	
t	o. Is	the	sp	ace	or v	orki	ng	on v	veh	icle	s ac	dequ	ıate′	?] Yes		□No	
	(1)) l:	s it (clea	n an	d or	gan	ize	32] Yes] No	
C	c. Do	es	the	ΑТ	have	e the	su:	pply	y of	toc	is li	isted	in H	-IPM	I 31.1	, Flee	t Op	peration	ns Mar	ual, Cl	napi	ter 6?] Yes] No	
	(1)) Is	s th	ere a	ın ir	ven	югу	?				1	\] Yes] No	
		(8	a)	√Vh∈	n w	as it	las	t ch	eck	ked?	?			1] Yes] No	
	(2)	, Δ	\re t	he t	ools	loca	ited	wh	iere	∍ th∈	∋у с	an t	e ea	asily	acce	essed	oy t	he AT	when v	vorking	, on	vehicles	s?] Yes		□No	
		(8	a) .	Are	hey	clea	an e	ind	pro	per	ly m	nain	taine	∍d?			1	\] Yes] No	
		(i	၁)	s th	ere	secu	ırity	for	the	∍ toc	ols v	whe	n the	∍ AT	is no	ot pres	ent	?] Yes] No	Ī
		(0	c) ¹	∕∕hc	has	acc	ess	to	the	too	ols?															Yes		□No	
d	l. Do	es	the	ΑТ	nave	e the	eq	uipr	mer	nt n	ece	ssa	ry to	per	form	all req	uire	d task	s?							Yes		□No	
	(1)	If	not	, ha	s it b	een	bu	dge	ted	l for	and	d/or	orde	ered	?								\			Yes		□No	
е	. Is t	the	equ	ıipm	ent	neat	, cl	∍an	an	d in	go	od r	epai	۲?											Ε] Yes] No	
	(1)	Н	lave	rep	lace	mer	ıts I	ee	n p	lanr	ned	and	buc	lgete	ed for	?									\	Yes] No	
f.	Are	the	ere	addi	tion	al to	ols	or if	tem	ıs oʻ	f eq	uipr	nent	: nee	eded?	?										Yes		□No	
	(1)	С	oul	d the	AT	be i	nor	e e	ffec	ctive	e if t	hey	wer	e av	/ailabl	le?] Yes	1	ONE	
	(2)	С	an '	hey	and	/or h	nav	e th	еу	bee	n re	qui	sitio	ned	or red	queste	d?] Yes] No	
6. T	IRES	, P	AR	rs A	ND	SUI	PL	.IES	3									Not A	TED pplica	ole		ACTION R	REQUIRED		CC	DRRECTE	0		
a	. Is t	the	spa	ce p	rovi	ded	for	par	ts a	and	sup	plie	s ad	equ	ate?] Yes] No	
	(1)	lf	not	cai	mac	re s	pac	e b	e p	rovi	ided	1?] Yes] No	
	(2)	Is	the	spa	ice i	neat	y a	nd l	logi	icall	y or	gan	ized	?] Yes		□No	
	(3)	ls	the	re a	deq	uate	se	curi	ty?						_] Yes		□No	
	(4)	V	/ho	has	acc	ess 1	o th	ne p	art	ts/su	lqqı	lies?	,				\	\											_
	_							_	_												\								_
			_	_	_											t floor								_] Yes] No	_
b	. Are	e au	uton	otiv	e pa	arts a	and	sup	ilqc	es i	nve	ntor	ied a	and	main	tained	in F	Fleet F	ocus (FF) as	requ	uired?			E	Yes] No	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

• • • •		(1/64: 0-00) OF 1 009				
V	Are	e reasonable numbers of parts/supplies stocked?			☐ Yes	□ No
	M	Are there obsolete parts on hand?		= = =	☐ Yes	□No
d	. Do	nes Area stock parts/supplies purchased by the Depar	rtment, and provide them to t	he vendor for installation?	☐ Yes	□No
е	. Are	e adequate records maintained for tires, and are all tir	res accounted for?		Yes	□No
	(1)	Are tire requests properly documented and ordered Business Services Section?	through the Purchasing Serv	rices Unit of	□Yes	□No
	(2)	Are proper guidelines in place for record keeping?			☐ Yes	□No
		(a) Are records reviewed by management?			☐ Yes	□ No
	(3)	Are tires properly safeguarded from theft or misuse	?		☐ Yes	□No
		(a) How are tires stored?				
	(4)	Is access to the tires restricted to the AT and his/he	assistant or backup?		☐Yes	□ No
	(5)	Does Area provide motorcycle vendors with a stock	of tires?		☐ Yes	□No
	(6)	Does it appear tires are being replaced prematurely	3		☐ Yes	□No
	(7)	Are adequate records maintained for used tires?			☐ Yes	□No
		(a) Is the disposition of used tires within policy?			☐ Yes	□No
f.	How	v are old tires/batteries disposed of?				
	(1)	Is the Sale of Discarded Tires/Junk Batteries/Used I	Rotors (CHP 265) sent to pro	spective bidders?	☐ Yes	□ No
	(2)	Are either tires or batteries being traded to offset ins	stallation costs?		☐ Yes	□ No
	(3)	Are the provisions of any tire or battery disposal cor	ntract being met?		☐ Yes	□ No
g.	Are	Material Safety Data Sheets (MSDS) posted as requ	uired?		☐ Yes	□ No
	(1)	Are all containers (other that the original) containing	hazardous materials properi	y marked?	□Yes	□No
h.	Has	s the quarterly count of parts, tires, accessories and s	supplies been conducted?		☐ Yes	□ No
	(1)	Who conducted the count?				
F	JEL I	DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTED)
a.		mally, is all fuel used by departmental personnel dispnmand location?		y at the	Yes	☑ No
	(1)	What procedures have been established for purchas	sing fuel from service stations	s in emergencies? Fuel is	obtained fr	om Bord
		Division, Cal Trans or filling stations if last resort.	_			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-	(10110-101)		
1	(2) Is there a written policy, and is it complied with?	☐ Yes	□No
b.	s the fuel island clean and neat?	☐ Yes	□No
	(1) Poes it need repair or painting?	☐ Yes	□No
	(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
	(3) Is the break-away coupler installed?	☐ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
	(5) Is there a clean oil storage rack?	☐ Yes	□No
	(6) Is the lighting adequate?	☐ Yes	□No
2.	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	☐ Yes	□No
е.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	□Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank?		
	(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles?		
	(1) Are records maintained as required?	☐ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	☐Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h.	Is there a contract for fuel?	☐ Yes	□No
	(1) How often is the fuel supply replenished?		
	(2) At what level is it refilled?		
i.	How does the Area secure the fuel pumps when they are not in use?		
	(1) Is the system adequate?	☐ Yes	ĎN₀
	(2) Is it utilized by all personnel?	☐ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SA	FETY	Not Applicable	ACTION REQUIRED	CORRECTE)			
a. \	Does the Area conduct an inspection of the facility twice each		zards?	Yes	□No			
	(1) Are the AT's work areas inspected?			Yes	□No			
b.	Are there possible unsafe conditions within the AT's work are	eas?		☐ Yes	□No			
	(1) Is the shop floor clean and free of any spills?			☐ Yes	□No			
	(2) Are electrical cords or hoses posing a hazard?			☐Yes	□No			
	(3) Are fire extinguishers charged, inspected and of the prop	per type?		☐ Yes	□No			
	(4) Are any batteries leaking or stored improperly?			☐ Yes	□No			
	(5) Are there loose items on the floor?			☐Yes	□No			
	(6) Is the bench grinder firmly affixed, and are there safety g	lasses available?	_	☐ Yes	□No			
	(a) Are they worn by the AT?			☐ Yes	□No			
	(7) Is the battery charger in a safe place?			☐ Yes	□No			
	(8) Are masks available for AT's to wear when servicing brain	kes?		☐ Yes	□No			
	(a) If yes, are they worn?			☐Yes	□No			
	(9) Are jack stands properly utilized?			☐ Yes	□No			
C.	c. What is the Area occupational safety record as it relates to fleet management?							
1	(1) Have any injuries been prevented with an improved safe			☐ Yes	□ No			
9. VE	HICLE RECORDS AND MAINTENANCE	X	ACTION REQUIRED	CORRECTED)			
а.	Are fleet records logically filed?			✓ Yes	□No			
((1) Are they conveniently located and available to the AT an	d supervisor?		✓ Yes	□No			
((2) Do files contain all required documents?			✓ Yes	□No			
	(a) If documents are not in files, where are they located	? All vehicle related fil	es are located at Border	Division's As	SM office.			
	Do the Fleet Focus (FF) documents comply with the instruction	ons in HPM 31.1, Fleet O	perations Manual?	✓ Yes	□ No			
	(1) Are documents legible and complete?			✓ Yes	□No			
((2) Who reviews the FF reports? Border Division Sgt. Rede							
((3) How is the information used in Area's fleet administration	? Routine service work	is performed as schedul	led. Vehicles	with			
	persistent mechanical problems are identified.							
c. I					- ·			
	Is the CHP 424 current?			✓ Yes	□No			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

	166. (161. 6 66) 61 1 666				
	(2) Have required services been done at the proper mileage?			✓ Yes	□No
d	I. Is the Area using the most effective and economical method of r	repairing/maintaining the	e fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
-	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	☐ No
	(3) Is work being done by vendors that should be done by the A	AT?		☐ Yes	☑ No
	(4) Are there any warranty problems?		Yes	☑ No	
	(a) If so, are they being resolved?		☐ Yes	□No	
	(5) Is the credit card being used in lieu of an invoice?		☐ Yes	✓ No	
	(6) Does the commander or his/her designee review and/or app		✓ Yes	□No	
	(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice	? All invoices over \$100	00.00 are a	oproved by
	Administrative Lieutenant or designee. Major repairs a	are discussed with FOS	prior to approval.		
е.	. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?	✓ Yes	□ No		
f.	✓ Yes	□ No			
10.	CONDITION OF THE FLEET	EVALUATED X	ACTION REQUIRED	CORRECTED	el .
a.	. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are		oblems identified?	Yes	
	(1) Have any unauthorized modifications been made on vehicle	es?		☐ Yes	✓ No
11.	MOTORCYCLES	Not Applicable	ACTION REQUIRED	CORRECTED	
а.	s the Area commander involved and kept informed of motorcycl		roblems, etc.?	Yes	□No
	(1) Are the program objectives clearly understood by the comma	ander and supervisors?		☐Yes	□No
•	(2) Does the Area have an up-to-date SOP relating to motorcyc	cle operations?		☐ Yes	□ No
b.	. Are motorcycles being deployed in conformance with departmen	ntal policy and Fleet Op	erations Bulletins?	☐ Yes	□No
	(1) Are motorcycles being used on beats with predominantly high	gh speed problems?		☐Yes	□No
7.	(2) Are motorcycles used for special duty officer transportation?	?		☐Yes	□No
	(3) Are motorcycles parked at the Area office during vacations.	and extended days off?		Yes	□ No
С.	Are Fleet Operations Bulletins pertaining to motorcycles filed tog	gether?		☐Yes	□No
	(1) What system is in place to verify understanding and complia	ance?			
	(2) Are Bulletins discussed with riders?			Yes	□No
d.	What type of active safety program does the Area have?				

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

СПР	455F	(Rev. 6-06) OP1 009		
1	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g.	ls th	nere adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐Yes	□ No
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	□Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	Yes	□No
	(3)	Are spare tires available?	□Yes	□No
	(4)	Is a battery charger available?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(5) Is there security and an accurate inventory kept?	☐ Yes	□No							
i. What arrangements have been made for servicing and repairing motorcycles?									
(1) Is it satisfactory and cost effective?	☐ Yes	□No							
(2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No							
(3) How is repair work verified?									
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No							
(a) Is a supervisor's permission required?	☐ Yes	□No							
(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No							
(5) If not ridden, how are motorcycles transported to vendors for repairs?									
(6) Does the Area have a motorcycle trailer?	☐ Yes	□No							
(a) How often is it used?									
(b) If one is not available, has Area budgeted for one?	☐ Yes	□No							
j. Are vehicle files logically kept and up-to-date?	☐ Yes	□No							
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No							
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No							
(3) Is service up-do-date?	☐ Yes	□No							
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184 Monthly Motorcycle Inspection List, completed as required?	☐Yes	□No							
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□ No							
(2) Are the forms filed for the life of the motorcycle?	☐ Yes	□ No							
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	the	□No							

Area Management Evaluation Fleet Management CHP 453F (Rev. 6-06) OPI 009 Supplemental

1 Area Administration

Border Communication Center's automotive fleet is managed and serviced by Border Division personnel. Border Division's automotive technicians service and arrange for all repairs.

2 Vehicle Use

- 2. b. Area has three (3) Specially Marked Patrol Vehicles (SMPV) and one (1) unmarked commander's vehicle dedicated to their mission. Each vehicle is assigned to one person.
- 2. b. (1) c. Tools and supplies are available at Border Division for officer's use.

3. Service Arrangements

All services are performed through Border Division's automotive shop per policy.

5. Automotive Work Area

Not Applicable

7. Fuel Dispensing Facility

Border Communication does not have any fuel dispensing capabilities.

8. Safety.

Border Communications does not have an automotive repair shop facility.

9. Vehicle Records and Maintenance.

All records are kept at Border Division's automotive repair facility.

11. Motorcycles

Border Communications does not have any motorcycles in their fleet.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Desert Hills IF	Border	6
Inspected by:	1	Date:
Acting Sgt. D.G.	Turner, #8788	09/02/2009

Page	1	of	2
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	Inspection docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the nex cument innovative pra	Il in the blanks as indicated. Enter the chapter of level of command where the document actices, suggestions for statewide used if additional space is required.
TYPE OF INSPECTION		Total hours expende	d on the	Corrective Action Plan Included
☐ Division Level ☐ Command L	_evel	inspection:		Attacher and a back start
☐ Executive Office Level		4		x Attachments Included
Follow-up Required:	Forwa	rd to:		
☐ Yes	Due D	ate:		
Chapter Inspection:		1882 X273 (12)	GETTAL TEST PS	55.000 44.600 500 500 500 500 500 500 500 500 500
Inspector's Comments Regar None.	ding Ir	novative Practices). -	
None.				
Command Suggestions for S	tatewic	le Improvement:		
None.		•		
Inspector's Findings:				
No discrepancies noted.				
Commander's Response: ⊠	Concu	r or 🗌 Do Not Cor	cur (Do Not Conc	eur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.



STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Desert Hills IF	Border	6
Inspected by: Acting Sgt. D.G.	Turner, #8788	Date: 09/02/2009

Required Action	
Corrective Action Plan/Timeline	

None.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10-28-09
	INSPECTOR'S SIGNATURE	DATE
	Colored States	10-29-09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee Concur Do not concur	All	11-2-09

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Desert Hills I.F.	Border	656
EVALUATED BY		DATE
Acting Sergeant D.	G. Turner #8788	09/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

FOLLOW-UP REQUIRED Yes No 1. AREA ADMINISTRATION a. Is there a clear line of supervision and accountability for the Are (1) Is the Area commander involved and informed? (a) Does he/she monitor invoices? (2) Who is authorized to approve invoices? See Attached b. What is the background experience of the Automotive Technician (1) Are sufficient instructions and training provided?			CORRECTE ✓ Yes ✓ Yes ☐ Yes	9-09 No No No
The sufficient instructions and training provided? 1. AREA ADMINISTRATION a. Is there a clear line of supervision and accountability for the Area (1) Is the Area commander involved and informed? (a) Does he/she monitor invoices? (b) Who is authorized to approve invoices? See Attached (c) What is the background experience of the Automotive Technician (1) Are sufficient instructions and training provided?	Yes sa's fleet management	No ?	CORRECTE ✓ Yes ✓ Yes ☐ Yes	□ No
a. Is there a clear line of supervision and accountability for the Are (1) Is the Area commander involved and informed? (a) Does he/she monitor invoices? (2) Who is authorized to approve invoices? See Attached b. What is the background experience of the Automotive Technicia (1) Are sufficient instructions and training provided?	Yes sa's fleet management	No ?	✓ Yes ✓ Yes ☐ Yes	□ No
 (1) Is the Area commander involved and informed? (a) Does he/she monitor invoices? (2) Who is authorized to approve invoices? See Attached b. What is the background experience of the Automotive Technicia (1) Are sufficient instructions and training provided? 			✓ Yes	□No
(a) Does he/she monitor invoices? (2) Who is authorized to approve invoices? See Attached b. What is the background experience of the Automotive Technicia (1) Are sufficient instructions and training provided?	an (AT)? Refer to hos	st Area	Yes	
(2) Who is authorized to approve invoices? See Attached b. What is the background experience of the Automotive Technicia (1) Are sufficient instructions and training provided?	an (AT)? Refer to hos	st Area		☑ No
b. What is the background experience of the Automotive Technicia(1) Are sufficient instructions and training provided?	an (AT)? Refer to hos	st Area	∏Yes	
(1) Are sufficient instructions and training provided?	an (AT)? Refer to hos	st Area	∏Yes	
(1) Are sufficient instructions and training provided?	an (AT)? Refer to hos	st Area	∏Yes	
			□Yes	
			☐Yes	
				□No
(2) Is he/she a qualified mechanic at journey person level?			☐Yes	□No
(3) Does he/she attend training on new model vehicles?			☐ Yes	□No
(4) Does the AT have good rapport with Area personnel and ve	endors?		☐ Yes	☐ No
(5) Does the AT ensure vehicles are available at shift change?			☐Yes	□No
(6) Does the AT periodically attend staff meetings?			☐ Yes	□No
(7) Does the AT have ideas/suggestions for improving the prog	ram?		☐ Yes	□No
c. How much maintenance work is being done by the AT? Refer	to host Area			
N.				
(1) Is he/she qualified to perform maintenance and minor repair	rs?		☐ Yes	□No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT? N/	A			
. , , , , , , , , , , , , , , , , , , ,				
2. VEHICLE USE	Yes Yes	ACTION REQUIRED	CORRECTED)
a. How many "E" Class vehicles are assigned to the Area? See A	ttached.	1		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the comm	nander?		✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the form	nula, what justificatio	n has been made? N/A		
b	b. Are there procedures in place to ensure there are sufficient ve	hicles available at th	e beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in order	to keep the vehicles	on the road?	☐ Yes	☑ No
	(a) Is there a supply of tools and minor equipment availal	ole?		Yes	☑ No
	c. What is the justification for any vehicle kept at employees hom				
d	d. Who does the commander allow to ride in vehicles? See Attac	ched.			
	(1) Do supervisors use the CHP 428, Release and Waiver of	Liability?		☐ Yes	☑ No
_	(a) Is the CHP 428 kept for the appropriate period of time			☐ Yes	□No
3. S	SERVICE ARRANGEMENTS	No	ACTION REQUIRED	CORRECTE)
а	a. What vendors are being used for servicing or repairing vehicles	s?		•	
	(1) Are they authorized dealers?			☐ Yes	□ No
	(2) What process was used in selecting a service vendor?				
	(3) What are the hourly rates being charged?				
	(a) Are discounts given on parts?			☐Yes	□No
	(4) Has the command shopped for the most cost effective ven	dors?		☐Yes	□No
	(5) Does the Area constantly change vendors, or work out pro long-term relationships?	blems in order to ma	aintain good	□ V- •	
	(6) Does the AT adhere to policy in HPM 11.2, Materials Mana	agament Manual wh	on making nurshagaa?	Yes	□ No
h	o. If vehicle availability has been a problem, has Area experiment			Yes	□ No
	(1) What percentage of the fleet is needed on weekends?	ed with weekend ma	amtenance?	Yes	□No
	(2) Are there shortages of vehicles on Mondays?				
	(3) If more than one AT, are their hours/days scheduled most	offootive ly 2		Yes	□ No
	V/1			☐ Yes	□ No
	(a) Is overtime needed for maximum enforcement periods			Yes	□ No
C.	. Are provisions adequate to ensure regular washing of vehicles?	(☐ Yes	□ No
	(1) How are interiors cleaned?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-							
	(2)	İst	the Area's vehicle washing procedure practical and econo	omical?		☐ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			Yes	□No
	(3)	ls t	there more than one car wash facility available?			☐ Yes	□No
	(4)	Are	e vehicles being excessively washed or detailed?			☐ Yes	□No
	(5)	Do	es the Area have a maintenance worker or janitor wash o	ars?		Yes	□No
	(6)	ls t	here any other program that can be of assistance in wash	ning cars?		□Yes	□No
d	. Ho	w do	officers report defective equipment?				
	(1)	Wh	no is authorized to declare a vehicle unsafe for patrol?				
		(a)	Who determines when a vehicle is safe after repair or co	hecking of defects?			
		(b)	Does he/she sign off the report form and indicate what h	nas been done?		☐ Yes	□No
		(c)	Is this system effective?			☐Yes	□No
	(d) How long are records kept?						
		(e)	Is there a system in place to check vehicles for defects	after high speed pursuits	6?	☐Yes	□No
4. N	IILEA	GE	MANAGEMENT	No EVALUATED	ACTION REQUIRED	CORRECTED	
a.	Do	es Ar	rea have a system to ensure equitable mileage accumula	tion on all vehicles?	h.	☐ Yes	□No
	(1)	Are	vehicles run out in the same order they are received?			☐Yes	□No
	(2)	Is th	nere an appropriate spread of odometer readings so that	vehicles are run out at r	egular intervals?	Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			☐Yes	□No
b.	Hov	w are	e adjustments to mileage accomplished?				
	(1)	Do 1	field supervisors and officers understand their responsibi	lity in vehicle assignmen	ts?	☐Yes	□No
	(2)	Doe	es the AT understand what is required?			☐ Yes	□No
	(3)	Doe	es the Area have a "personalized vehicle assignment" pro	ogram?		☐ Yes	□No
		(a)	If so, how does it effect mileage averaging?				
C.	Hov	v doe	es the Area project run outs?				
	(1)	Is F	OS provided 30-45 days advance notice?			☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_		(2) What has been the condition of vehicles returned to FOS?						
_		(2) That has been the contained of vehicles retained to 100:						
_		(0)						
_		(3)	Are the right equipment options completed?	I DAY WATER	Lenouses	Yes	□No	
5.	Al	JTO	MOTIVE WORK AREA/EQUIPMENT	No EVALUATED	ACTION REQUIRED	CORRECTED)	
_	a.	ls 1	there adequate space and comfort in the AT office?			☐ Yes	□No	
		(1)	Is the office arranged neatly, and are all bulletins and manua	als current?		Yes	□No	
_		(2)	Does the AT maintain a service and flat rate manual?			☐ Yes	□No	
_	b.	ls t	the space for working on vehicles adequate?	☐ Yes	□No			
_		(1)	Is it clean and organized?	Yes	□No			
	C.	Do	es the AT have the supply of tools listed in HPM 31.1, Fleet O	hapter 6?	☐Yes	□No		
	(1) Is there an inventory?						□No	
	(a) When was it last checked?						□No	
	(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?						□No	
		(a) Are they clean and properly maintained?					□No	
			(b) Is there security for the tools when the AT is not present	Is there security for the tools when the AT is not present?				
			(c) Who has access to the tools?	/ho has access to the tools?				
	d.	Do	es the AT have the equipment necessary to perform all require	☐ Yes	□No			
		(1)	If not, has it been budgeted for and/or ordered?	☐ Yes	□No			
	e.	Is t	he equipment neat, clean and in good repair?	☐ Yes	□No			
		(1)	Have replacements been planned and budgeted for?			☐ Yes	□No	
	f.	Are	there additional tools or items of equipment needed?	,		☐ Yes	□No	
		(1)	Could the AT be more effective if they were available?			☐ Yes	□No	
		(2)	Can they and/or have they been requisitioned or requested?			☐ Yes	□No	
6.	TIR	ES,	PARTS AND SUPPLIES	No EVALUATED	ACTION REQUIRED	CORRECTED		
	а.	ls th	ne space provided for parts and supplies adequate?		1	☐ Yes	□No	
		(1)	If not, can more space be provided?			☐ Yes	□No	
		(2)	Is the space neatly and logically organized?	☐ Yes	□No			
		(3)) Is there adequate security?				□No	
		(4)	Who has access to the parts/supplies?					
		(5)	Are batteries stored in a dry location, off the cement floor?			☐ Yes	□No	
I	b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as	required?	Yes	□No	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-							
C). .	Are	reasonable numbers of parts/supplies stocked?			☐Yes	□No
		(1)	Are there obsolete parts on hand?			☐ Yes	□No
d	i.	Doe	s Area stock parts/supplies purchased by the Department,	and provide them to the v	endor for installation?	☐ Yes	□No
е)	Are	adequate records maintained for tires, and are all tires acco	ounted for?		☐ Yes	□No
	((1)	Are tire requests properly documented and ordered through Business Services Section?	the Purchasing Service	s Unit of	☐ Yes	□No
	((2)	Are proper guidelines in place for record keeping?			☐ Yes	□No
			(a) Are records reviewed by management?			☐ Yes	□ No
	((3)	Are tires properly safeguarded from theft or misuse?			☐Yes	□ No
		(a) How are tires stored?					
	((4)	Is access to the tires restricted to the AT and his/her assista	ant or backup?		☐Yes	□No
	((5)	Does Area provide motorcycle vendors with a stock of tires	?		☐Yes	□No
	((6)	Does it appear tires are being replaced prematurely?			☐Yes	□No
	((7)	Are adequate records maintained for used tires?			☐Yes	□No
	(a) Is the disposition of used tires within policy?					☐Yes	□No
f.	f. How are old tires/batteries disposed of?						
	(1)	s the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospe	ctive bidders?	☐Yes	□No
	(:	(2) Are either tires or batteries being traded to offset installation costs?					□No
	(;	(3) Are the provisions of any tire or battery disposal contract being met?					□No
g.		Are I	Material Safety Data Sheets (MSDS) posted as required?			☐Yes	□No
	(1)	Are all containers (other that the original) containing hazard	ous materials properly m	arked?	☐ Yes	□No
h.	. 1	las	the quarterly count of parts, tires, accessories and supplies	been conducted?		☐ Yes	□No
	(1) V	Vho conducted the count?				
					-		
7. FI	UE	L D	SPENSING FACILITY	No No	ACTION REQUIRED	CORRECTED)
a.			nally, is all fuel used by departmental personnel dispensed the nand location?	hrough the fuel facility at	the	☐Yes	□No
	(1	1) \	What procedures have been established for purchasing fuel	from service stations in	emergencies?		-
		(a) Is self-service or full-service used?				

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	☐Yes	□No
b. Is the fuel island clean and neat?	☐Yes	□No
(1) Does it need repair or painting?	☐Yes	□No
(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
(3) Is the break-away coupler installed?	☐ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐Yes	□No
(5) Is there a clean oil storage rack?	☐Yes	□No
(6) Is the lighting adequate?	☐ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐Yes	□No
(8) Have problems been reported to Facilities Section?	☐ Yes	□No
c. Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	☐ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	☐Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	☐ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
		-
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	☐Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	☐Yes	□No
(2) Is it utilized by all personnel?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY		No EVALUATED	ACTION REQUIRED	CORRECTED				
а	a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?					☐ No		
	(1) Are the AT's work areas inspected?				☐ Yes	□No		
b	b. Are there possible unsafe conditions within the AT's work areas?				☐ Yes	□ No		
	(1) Is the shop floor clean and free of any spills?					□No		
	(2) Are electrical cords or hoses posing a hazard?					□No		
	(3) Are fire extinguishers charged, inspected and of the proper type?					□No		
	(4) Are any batteries leaking or stored improperly?					□No		
	(5) Are there loose items on the floor?					□No		
	(6) Is the bench grinder firmly affixed, and are there safety glasses available?					□No		
	(a) Are they worn by the AT?					□No		
	(7) Is the battery charger in a safe place?					□No		
	(8) Are masks available for AT's to wear when servicing brakes?					□No		
		(a) If yes, are they worn?			☐ Yes	□No		
	(9)	Are jack stands properly utilized?			☐ Yes	□No		
c.	c. What is the Area occupational safety record as it relates to fleet management?							
	(1) Have any injuries been prevented with an improved safety awareness program?			☐Yes	□No			
9. V	EHK	CLE RECORDS AND MAINTENANCE	No	ACTION REQUIRED	CORRECTED)		
a.	a. Are fleet records logically filed?				☐ Yes	□No		
	(1) Are they conveniently located and available to the AT and supervisor?					□No		
	(2) Do files contain all required documents?					□No		
		(a) If documents are not in files, where are they located?						
b.	b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?				☐ Yes	□No		
	(1) Are documents legible and complete?				☐ Yes	□No		
	(2)	Who reviews the FF reports?						
	(3)	How is the information used in Area's fleet administration?						
C.	ls t	he CHP 424 current?			☐ Yes	□ No		
	(1)	Does the CHP 424 reveal any unusual repair patterns or dup	olicate services?		☐ Yes	□No		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT
CHP 453F (Rev. 6-06) OPI 009

Z1 11	4301 (Nev. 0-00) Of 1 009				
	(2) Have required services been done at the proper mileage	?		☐Yes	□No
d.	Is the Area using the most effective and economical method	of repairing/maintainir	ig the fleet?	☐Yes	□No
	(1) Are hourly rates in line with prevailing rates?			☐Yes	□ No
	(2) Does the AT refer to manuals for invoice cost information	1?		☐ Yes	□No
	(3) Is work being done by vendors that should be done by th	e AT?		☐ Yes	☐ No
	(4) Are there any warranty problems?			☐ Yes	□No
	(a) If so, are they being resolved?			☐ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	□No
	(6) Does the commander or his/her designee review and/or a	approve invoices?		☐ Yes	□No
	(a) If so, is there a threshold limit, and how is the approv	al indicated on the inv	voice?		
e.	Do invoices indicate parts are being supplied by the CHP?			☐ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?	,		☐ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to the	AT?		☐ Yes	□No
. (CONDITION OF THE FLEET	No EVALUATED	ACTION REQUIRED	CORRECTED)
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, a	re there any patterns	or problems identified?	☐ Yes	□No
	(1) Have any unauthorized modifications been made on vehi	cles?		☐ Yes	□No
. 1	MOTORCYCLES	No EVALUATED	ACTION REQUIRED	CORRECTED)
a.	Is the Area commander involved and kept informed of motorcy	ycle deployment, nee	ds, problems, etc.?	☐ Yes	□No
	(1) Are the program objectives clearly understood by the com	mander and supervis	ors?	☐ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motors	cycle operations?		Yes	□No
b.	Are motorcycles being deployed in conformance with departm	ental policy and Fleef	Operations Bulletins?	☐ Yes	□No
	(1) Are motorcycles being used on beats with predominantly	high speed problems	?	☐ Yes	□No
	(2) Are motorcycles used for special duty officer transportation	on?		☐ Yes	□No
	(3) Are motorcycles parked at the Area office during vacation	s and extended days	off?	☐ Yes	□No
c.	Are Fleet Operations Bulletins pertaining to motorcycles filed t	ogether?		☐ Yes	□No
	(1) What system is in place to verify understanding and comp	pliance?			
	(2) Are Bulletins discussed with riders?			☐ Yes	□No
ď	What type of active safety program does the Area have?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

_			
	(1) Is there a Defensive Rider Program?	☐ Yes	□No
	(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3) What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		
	(4) Does the Area conduct quarterly motorcycle training?	Yes	□No
	(a) Are mandatory exercises being conducted?	☐ Yes	□ No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
е.	Are emergency radio repairs made at the office or at the radio shop?		
	(1) Are the arrangements satisfactory?	□Yes	□No
	(2) Is the repair person proficient?	☐Yes	□No
	(3) Is service available on weekends?	☐Yes	□No
	(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6) Are any repairs being done by riders?	☐Yes	□No
	(7) Does the Area swap radios with idle units to reduce down time?	☐Yes	□No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section	? 🗌 Yes	□No
g.	Is there adequate space to park and/or store motorcycles?	☐Yes	□No
	(1) Is safety compromised?	☐Yes	□No
	(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5) When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
	(a) Has it been inspected and approved?	☐Yes	□No
	(b) Are records of the approval on file?	☐ Yes	□No
	Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□No
	(1) Do equipment and accessory times comply with departmental regulations?	Yes	□ No
	(2) Is there ample supply available?		□ No
	(3) Are spare tires available?	☐ Yes ☐ Yes	□ No
	(4) Is a battery charger available?	⊤es	□ No
	(),		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐Yes	□No
	(3)	Is service up-do-date?	☐Yes	□No
k.	Are Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	☐Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	□Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
l.	Utiliz Area	ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐Yes	□No

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Indio Area Border Inspected by: Sergeant D. E. Waters

Division:

Command:

Chapter: Chapter 6 Date: 10-06-2009

Page 1 of 3

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.						
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level	Total hours expended on the inspection: 20	☐ Corrective Action Plan Included ☐ Attachments Included				
Follow-up Required: Yes No Due Date:						
Chapter Inspection: Chapter 6, Fleet Management - Area Management Eval. Inspector's Comments Regarding Innovative Practices: None						
Command Suggestions for Statewide Improvement:						
None Inspector's Findings:						

The Indio Area commander, Captain Sherrell Sutherland, is directly involved with the process of fleet management and oversight. The Area's Auto Technician (AT) Patrick Fox is educated and very well qualified and has an extensive background in the field of auto mechanics and repair.

The AT is extremely diligent in using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty.

An inspection of the fleet records revealed that they are logically filed in marked individual unit binders on a shelf adjacent to the AT's desk. A review of theses binders revealed that they are current and complete.

A review of the Fleet Focus documents indicated they comply with the procedure contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.

COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Border Inspected by: Sergeant D. E. Waters

Division:

Chapter: Chapter 6 Date: 10-06-2009

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A review of the current CHP 424s was conducted and did not reveal any unusual repair patterns or duplicate services and that the required service was conducted at the proper mileage intervals.

Command:

Indio Area

A physical inspection of the AT's work area was conducted. The automotive bays are somewhat cluttered and contained several unnecessary items such as a wheelbarrow, leafblower and several cardboard boxes containing miscellaneous items. Removal of the aforementioned items would provide additional room and make the work area safer.

Action Item: The removal of unnecessary items located in the auto bays would provide more space and create a safer work environment.

Commander's Response: ☑ Concur or ☐	Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non co	nourrance by commander (e.g. findings revised findings weeks and
etc.)	ncurrence by commander (e.g., findings revised, findings unchanged,

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Indio Area	Border	Chapter 6
Inspected by: Se	ergeant D. E. Waters	Date: 10-06-2009

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Required Action			BEET WELL
Corrective Action Plan/Timeline			
Corrective / total i i i i i i i i i i i i i i i i i i i			

	Wither LI CAPT	11-2-09
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	BRAND LT	10-15-09
	INSPECTOR'S SIGNATURE	DATE
	Branch, UT DR ST D. Elfers	10-15-09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee ☐ Do not concur	ZCC	10-29-05

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Indio Area	Border	630
EVALUATED BY		DATE
Sergeant Dave W	aters, #11069	10/06/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVALUATION Formal Evaluation] Informal Evaluation	SUSPENSE DATE			
ollow-up required ☐ Yes	☐ Correction Report	COMMANDER'S REVIE	W Contract	DATE 10-1	15-09
. AREA ADMINISTRATION		EVALUATED	ACTION REQUIRED	CORRECTE	D
a. Is there a clear line of	supervision and accountability for the	Area's fleet managem	nent?	✓ Yes	□No
(1) Is the Area comma	ander involved and informed?			✓ Yes	□No
(a) Does he/she r	monitor invoices?			✓ Yes	☐ No
(2) Who is authorized	to approve invoices? Refer to attac	ched narrative			
b. What is the background	d experience of the Automotive Tech	nician (AT)? Refer to	attached narrative		
(1) Are sufficient instru	uctions and training provided?			✓ Yes	□No
(2) Is he/she a qualifie	d mechanic at journey person level?			✓ Yes	☐ No
(3) Does he/she attend	d training on new model vehicles?			✓ Yes	□No
(4) Does the AT have	good rapport with Area personnel and	d vendors?		✓ Yes	□ No
(5) Does the AT ensur	e vehicles are available at shift chanç	ge?		✓ Yes	□No
(6) Does the AT period	dically attend staff meetings?			☐Yes	☑ No
(7) Does the AT have	ideas/suggestions for improving the p	orogram?		☐Yes	□No
c. How much maintenance	e work is being done by the AT? Ref	er to attached narrativ	е		
(1) Is he/she qualified	to perform maintenance and minor re	pairs?		✓ Yes	No
(a) If these duties	are not being performed, why not?				
d. What other duties or res	sponsibilities are placed on the AT?	Refer to attached nar	rative		
VEHICLE USE		EVALUATED	ACTION REQUIRED	CORRECTED	
a How many "F" Class ve	hicles are assigned to the Area?				

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(1) Is there an unmarked patrol vehicle assigned for the commander? (2) If the number of vehicles assigned is in excess of the formula, what justification has been made? b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	-			
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?		(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?		(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?				
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?				
(a) Is there a supply of tools and minor equipment available?	b	. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	?	□No
c. What is the justification for any vehicle kept at employees homes after duty hours? Refer to attached narrative d. Who does the commander allow to ride in vehicles? Refer to attached narrative (1) Do supervisors use the CHP 428, Release and Waiver of Liability?		(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
d. Who does the commander allow to ride in vehicles? Refer to attached narrative (1) Do supervisors use the CHP 428, Release and Waiver of Liability?		(a) Is there a supply of tools and minor equipment available?	✓ Yes	□No
(1) Do supervisors use the CHP 428, Release and Waiver of Liability? (a) Is the CHP 428 kept for the appropriate period of time? 3. SERVICE ARRANGEMENTS a. What vendors are being used for servicing or repairing vehicles? Refer to attached narrative (1) Are they authorized dealers? (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? Refer to attached narrative (3) What are the hourly rates being charged? Refer to attached narrative (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (7) Yes No (8) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (9) Yes No (1) What percentage of the fleet is needed on weekends? Refer to attached narrative (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (4) Is overtime needed for maximum enforcement periods? (5) No (6) List overtime needed for maximum enforcement periods? (7) Yes No	c	What is the justification for any vehicle kept at employees homes after duty hours? Refer to attached narrat	tive	
(1) Do supervisors use the CHP 428, Release and Waiver of Liability? (a) Is the CHP 428 kept for the appropriate period of time? 3. SERVICE ARRANGEMENTS a. What vendors are being used for servicing or repairing vehicles? Refer to attached narrative (1) Are they authorized dealers? (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? Refer to attached narrative (3) What are the hourly rates being charged? Refer to attached narrative (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (7) Yes No (8) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (9) Yes No (1) What percentage of the fleet is needed on weekends? Refer to attached narrative (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (4) Is overtime needed for maximum enforcement periods? (5) No (6) List overtime needed for maximum enforcement periods? (7) Yes No				
(a) Is the CHP 428 kept for the appropriate period of time?	d	Who does the commander allow to ride in vehicles? Refer to attached narrative		
3. SERVICE ARRANGEMENTS a. What vendors are being used for servicing or repairing vehicles? Refer to attached narrative (1) Are they authorized dealers?		(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□No
a. What vendors are being used for servicing or repairing vehicles? Refer to attached narrative (1) Are they authorized dealers?		(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
(1) Are they authorized dealers?	3. S	ERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED	CORRECTED	
(2) What process was used in selecting a service vendor? Refer to attached narrative (3) What are the hourly rates being charged? Refer to attached narrative (a) Are discounts given on parts?	а.	What vendors are being used for servicing or repairing vehicles? Refer to attached narrative		
(2) What process was used in selecting a service vendor? Refer to attached narrative (3) What are the hourly rates being charged? Refer to attached narrative (a) Are discounts given on parts?				
(3) What are the hourly rates being charged? Refer to attached narrative (a) Are discounts given on parts?		(1) Are they authorized dealers?	✓ Yes	□No
(a) Are discounts given on parts?		(2) What process was used in selecting a service vendor? Refer to attached narrative		
(a) Are discounts given on parts?				
(4) Has the command shopped for the most cost effective vendors?		(3) What are the hourly rates being charged? Refer to attached narrative		
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?		(a) Are discounts given on parts?	✓ Yes	□No
long-term relationships?		(4) Has the command shopped for the most cost effective vendors?	✓ Yes	□No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?				
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? Refer to attached narrative (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods? (b) Yes I No (c) No (a) Are provisions adequate to ensure regular washing of vehicles?				
(1) What percentage of the fleet is needed on weekends? Refer to attached narrative (2) Are there shortages of vehicles on Mondays?				
(2) Are there shortages of vehicles on Mondays?	D.		Yes	☑ No
(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☑ No (a) Is overtime needed for maximum enforcement periods? ☐ Yes ☑ No c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No				
(a) Is overtime needed for maximum enforcement periods?	-			
c. Are provisions adequate to ensure regular washing of vehicles?				
(1) How are interiors cleaned?	C.		✓ Yes	□ No
		(1) How are interiors cleaned?		

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ş <u></u>	(2)) Is the Area's vehicle washing procedure practical and econ	omical?		✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(3)) Is there more than one car wash facility available?			✓ Yes	□No
	(4)) Are vehicles being excessively washed or detailed?			☐Yes	☑ No
	(5)) Does the Area have a maintenance worker or janitor wash	cars?		☐ Yes	☑ No
	(6)) Is there any other program that can be of assistance in was	hing cars?		☐ Yes	□No
d	l. Ho	ow do officers report defective equipment? Refer to attached	l narrative			
<u></u>	(1)	Who is authorized to declare a vehicle unsafe for patrol?	Refer to attached narrative	/e		
		(a) Who determines when a vehicle is safe after repair or o	checking of defects? Re	fer to attached narrative		
		(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? Refer to attached narrati	ve			
		(e) Is there a system in place to check vehicles for defects	after high speed pursuits	?	✓ Yes	□No
4. N	IILEA	AGE MANAGEMENT	EVALUATED	ACTION REQUIRED	CORRECTED	
а.	. Do	pes Area have a system to ensure equitable mileage accumula	ation on all vehicles?		✓ Yes	
	(1)	Are vehicles run out in the same order they are received?			✓ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	✓ Yes	
		(a) If not, can adjustments be made to accomplish this?			☐Yes	□No
b.	Hov	w are adjustments to mileage accomplished? Refer to attac	hed narrative			
	(1)	Do field supervisors and officers understand their responsib	ility in vehicle assignmen	ts?	✓ Yes	□ No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pro	ogram?		✓ Yes	□No
		(a) If so, how does it effect mileage averaging? Refer to	attached narrative			
					_	
c.	Hov	w does the Area project run outs? Refer to attached narrative	re			
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

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	(2)) What has been the condition of vehicles returned to FOS?	Refer to attached narra	tive		
	(3)) Are the right equipment options completed?			✓ Yes	□No
5. 4	UTC	DMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED	CORRECTED	
а	ı. Is	there adequate space and comfort in the AT office?			✓ Yes	□No
	(1)) Is the office arranged neatly, and are all bulletins and manua	als current?		✓ Yes	□No
	(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b	. Is	the space for working on vehicles adequate?			✓ Yes	□No
	(1)	Is it clean and organized?			✓ Yes	□No
С	. Do	oes the AT have the supply of tools listed in HPM 31.1, Fleet O	perations Manual, Chapt	ter 6?	✓ Yes	□No
	(1)	Is there an inventory?			✓ Yes	□No
		(a) When was it last checked?			☐Yes	□No
	(2)	Are the tools located where they can be easily accessed by	the AT when working on	vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?			✓ Yes	□No
		(b) Is there security for the tools when the AT is not present	?		✓ Yes	□No
		(c) Who has access to the tools?			□Yes	□No
d.	. Do	es the AT have the equipment necessary to perform all require	ed tasks?		✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?			✓ Yes	□No
е.	. Is t	the equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?		_	✓ Yes	□No
f.	Are	there additional tools or items of equipment needed?			☐Yes	✓ No
	(1)	Could the AT be more effective if they were available?			☐ Yes	□No
	(2)	Can they and/or have they been requisitioned or requested?			☐Yes	□No
6. T	IRES	, PARTS AND SUPPLIES	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	ls t	he space provided for parts and supplies adequate?	_		✓ Yes	□No
	(1)	If not, can more space be provided?			✓ Yes	□No
	(2)	Is the space neatly and logically organized?			✓ Yes	□No
	(3)	Is there adequate security?			✓ Yes	□No
	(4)	Who has access to the parts/supplies? Refer to attached no	arrative			
	(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as requ	uired?	☑ Yes	□No

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	С.	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	☐ Yes	□No
	d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
	е.	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
_		(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	☑ Yes	□No
		(a) How are tires stored? Refer to attached narrative		
_				
	(-	4) Is access to the tires restricted to the AT and his/her assistant or backup?	☑ Yes	□No
-	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	□No
_	(Does it appear tires are being replaced prematurely?	☐ Yes	☑ No
_	(7) Are adequate records maintained for used tires?	☑ Yes	□No
		(a) Is the disposition of used tires within policy?	✓ Yes	□No
<u></u>	f. H	ow are old tires/batteries disposed of? Refer to attached narrative		
-				
	() Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	(2	Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
	(3	Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□ No
_	g. A	re Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
_	h. F	as the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Refer to attached narrative		
7.	FUEI	DISPENSING FACILITY EVALUATED ACTION REQUIRED	CORRECTED	
	a. N	ormally, is all fuel used by departmental personnel dispensed through the fuel facility at the ommand location?	✓ Yes	□ No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Refer to a	ttached na	arrative
		(a) Is self-service or full-service used? Refer to attached narrative		
_				

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
(5) Is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	☐Yes	✓ No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d. Who fuels the vehicles? Refer to attached narrative		
(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	 ✓ Yes	 □ No
(2) Who has access to the keys to lock the meters and the storage tank? Refer to attached narrative		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? Refer to attached narrative		
(1) Are records maintained as required?	✓ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Refer to attached narrative		
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	☐ No
(1) When was the pump meter last checked for accuracy? Refer to attached narrative		
h. Is there a contract for fuel?	✓ Yes	□No
(1) How often is the fuel supply replenished? Refer to attached narrative		
(2) At what level is it refilled? Refer to attached narrative		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	✓ Yes	□No
(2) Is it utilized by all personnel?	✓ Yes	□No

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FLEET MANAGEMENT

		(4.0000 00) 011 000				
8. S	AFE	ETY	EVALUATED	ACTION REQUIRED	CORRECTED	,
a	. D	oes the Area conduct an inspection of the facility twice each ye	ar to detect safety hazar	ds?	✓ Yes	□No
	(1) Are the AT's work areas inspected?			√ Yes	□No
b.	. А	re there possible unsafe conditions within the AT's work areas?			☐ Yes	☑ No
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No
	(3) Are fire extinguishers charged, inspected and of the proper t	ype?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
	(5) Are there loose items on the floor?			☐ Yes	☑ No
	(6) Is the bench grinder firmly affixed, and are there safety glass	es available?		✓ Yes	□No
		(a) Are they worn by the AT?			✓ Yes	□No
	(7	Is the battery charger in a safe place?			✓ Yes	□No
	(8)	Are masks available for AT's to wear when servicing brakes?			✓ Yes	□No
		(a) If yes, are they worn?			✓ Yes	□No
	(9)	Are jack stands properly utilized?			✓ Yes	□No
С.	W	hat is the Area occupational safety record as it relates to fleet n	nanagement? Refer to	attached narrative		
	(1)	Have any injuries been prevented with an improved safety av			✓ Yes	□No
9. V	EHI	CLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	Ar	e fleet records logically filed?			✓ Yes	□No
	(1)	Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No
	(2)	Do files contain all required documents?			✓ Yes	□No
		(a) If documents are not in files, where are they located?	Refer to attached narrativ	re		
b.	Do	the Fleet Focus (FF) documents comply with the instructions i	n HPM 31.1, Fleet Opera	ations Manual?	✓ Yes	□No
	(1)	Are documents legible and complete?			✓ Yes	□ No
	(2)	Who reviews the FF reports? Refer to attached narrative				
	(3)	How is the information used in Area's fleet administration?	Refer to attached narrativ	ve .		
c.	ls t	he CHP 424 current?			✓ Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or dupl	icate services?		☐Yes	☑ No

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	(2)	Have required services been done at the proper mileage?			✓ Yes	□No
d.	. Is	the Area using the most effective and economical method of re	epairing/maintaining the	fleet?	✓ Yes	□No
	(1)	Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2)	Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3)	Is work being done by vendors that should be done by the A	T?		☐Yes	☑ No
	(4)	Are there any warranty problems?			☐Yes	☑ No
		(a) If so, are they being resolved?			☐Yes	□No
	(5)	Is the credit card being used in lieu of an invoice?			☐ Yes	✓ No
	(6)	Does the commander or his/her designee review and/or app	rove invoices?		✓ Yes	□No
		(a) If so, is there a threshold limit, and how is the approval in	ndicated on the invoice?	Refer to attached narra	tive	
e.	Do	invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1)	If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Аге	fleet operations bulletins maintained and accessible to the AT	?		✓ Yes	□No
10.	CON	DITION OF THE FLEET	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	Usi	ing a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	here any patterns or prol	olems identified?	Yes	☑ No
	(1)	Have any unauthorized modifications been made on vehicles	\$?		Yes	☑ No
11.	МОТ	ORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	ls t	he Area commander involved and kept informed of motorcycle	e deployment, needs, pro	blems, etc.?	☐Yes	□No
	(1)	Are the program objectives clearly understood by the comma	nder and supervisors?		☐Yes	□No
	(2)	Does the Area have an up-to-date SOP relating to motorcycle	e operations?		Yes	□No
b.	Are	motorcycles being deployed in conformance with department	al policy and Fleet Oper	ations Bulletins?	☐Yes	□No
	(1)	Are motorcycles being used on beats with predominantly hig	h speed problems?		☐ Yes	□No
	(2)	Are motorcycles used for special duty officer transportation?			☐Yes	□No
	(3)	Are motorcycles parked at the Area office during vacations a	nd extended days off?		☐Yes	□No
c.	Are	Fleet Operations Bulletins pertaining to motorcycles filed toge	ether?		☐ Yes	□No
	(1)	What system is in place to verify understanding and complian	nce?			
	(2)	Are Bulletins discussed with riders?			Yes	□No
d.	Wha	at type of active safety program does the Area have?				

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	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
е.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls ti	here adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
		(a) Has it been inspected and approved?	☐Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.	Has app	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐Yes	
	(1)	Do equipment and accessory times comply with departmental regulations?	 ☐ Yes	□ No
	(2)	Is there ample supply available?	 □ Yes	
	(3)	Are spare tires available?	 □ Yes	□No
	(4)	Is a battery charger available?	Yes	□ No

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	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
į.	Wh	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Аге	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	Is service up-do-date?	☐Yes	□No
k.	Are Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, athly Motorcycle Inspection List, completed as required?	□Yes	□No
		Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□ No
		Are the forms filed for the life of the motorcycle?	□ Yes	□No
l.		ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the		
	Area	motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

INDIO AREA - 630

CHAPTER 6 INSPECTION

Fleet Management

- 1.a.2 The Indio Area commander, Captain Sherrell Sutherland, is directly involved with the process of fleet management and oversight. The Area commander and lieutenant have developed and implemented a review process for the approval and authorization of all invoices.
- 1.b.(1-7) The Area's Auto Technician (AT) is educated and very well qualified. He has an extensive background in the field of auto mechanics and repair. He is currently entering into his twenty-fifth year as an AT. During his time at the Indio Area, he has been able to build a very good rapport with Area personnel, as well as the local vendors. The AT is normally on-duty for the morning shift change and at the end of his assigned shift, ensures there are sufficient vehicles to deploy for the evening shift, which begins at 1800 hours.

The AT does not routinely attend staff meetings, however, if an issue arises requiring attention from the Area supervisors or management team, he will request to attend to express his concerns. Routine fleet related issues are normally addressed with Sergeant Robert Heflin who is the Area's Administrative Sergeant.

- 1.c. The Area's AT performs all regularly scheduled maintenance work, including but not limited to, oil changes, transmission services, brake pad replacement, tires and electrical repairs. Additionally, the AT is qualified to perform minor radio related repairs which minimizes the use of the Department's Radio Technicians. The AT also completes the majority of all vehicle repairs and relies on local dealerships only for warranty work or work requiring major repairs. The AT assists the Area's Maintenance Worker with facility repairs requiring immediate attention and performs the majority of minor electrical repairs at the Area office.
- 2.a.(1-2) The Area is currently assigned twenty-one Class "E" enforcement vehicles which includes, two SMPV vehicles and one canine vehicle. The Area also services three Motor Carrier vans, one unmarked specialty vehicle, an Air Operations fuel truck, one MRE truck and a commander's vehicle. The number of vehicles assigned the Area meets the justification for the number of officers assigned.

- 2.b.(1) The AT is normally on-duty for the morning shift change and at the end of his shift, ensures there are sufficient vehicles for deployment during the evening shift.
- 2.b.(1).(a) Officers are allowed to make minor repairs to vehicles, like changing light bulbs, tightening spot lights or changing tires on weekends and after hours to ensure the maximum number of vehicles are available.
 - 2.c Departmental policy allows for the home storage of five vehicles assigned to the Area, which are the canine vehicle, three Motor Carrier vans and the Commander's vehicle. With the exception of the aforementioned vehicles, no other vehicles are authorized for home storage after duty hours.
 - 2.d It is the current policy of the Area to allow only perspective cadet candidates, currently in the hiring process, and other ride-alongs authorized by the Commander to ride in Class "E" enforcement vehicles. A CHP 428 is completed and retained in file for all ride-alongs.
 - Area utilizes Fiesta Ford for warranty repairs involving the Area's Crown Victorias and Crystal Chrysler for the assigned Dodge Charger. The A/T contracts with two local body shops, however, is currently submitting a request to secure a third vendor in an effort to reduce costs. Over the last twenty years, the AT has built good working relationships with the aforementioned establishments and is generally charged an hourly rate of \$70.00 or below. The AT is knowledgeable and closely adheres to the polices set forth in MPM 11.2 (Materials Management Manual) regarding the purchasing of parts. Additionally, the AT routinely bargains with the Area's vendors to ensure he receives the maximum discounts on parts, as well as labor.
 - 3.b The Area normally requires seventy-five percent of the fleet to be available during weekends. Area has not experienced a problem with vehicle availability at any time during the week.
 - 3.c.(1-6) The Area utilizes a mobile car washing service that responds to the Area office twice a week for washing the exterior and maintaining the interior of the patrol vehicles. Additionally, the Area contracts with six car washing establishments for supplemental car washes as needed. The aforementioned car washes are strategically located throughout the Area to ensure that officers utilize a minimal amount of time during the car washing process.

- The Area uses a "BO" Sheet for the purpose of documenting vehicle defects of all types. Officers will indicate on the sheet if they feel the vehicle is unsafe to operate or can be driven until minor repairs can be made. The AT reviews the sheet at the beginning of his shift then arranges for, or makes the necessary repairs. The AT will then determine if the vehicle is properly repaired and is safe to return to service. This system works very well to ensure all deficiencies are addressed in a timely manner and potentially unsafe vehicles are not driven until being properly inspected.
 - 3.d.(1)e The Area SOP requires that all vehicles involved in pursuits be immediately placed out of service and noted on the BO Sheet until a full safety inspection is conducted by the AT.
 - 4.a-b The AT closely monitors the fleets mileage to ensure vehicles maintain an equitable mileage accumulation and reach the projected 100,000 mile limit within in the required three year period. Vehicles with higher than anticipated mileage are rotated to a less frequently utilized status to ensure effective mileage averaging and to eliminate the possibility that numerous vehicles will run out at the same time.
 - 4.c The AT provides Fleet Operations Section (FOS) with 45 days advance notice of a vehicle run-out as the respective vehicle reaches approximately 96, 000 miles. This allows sufficient time to ensure that necessary repairs are completed before returning the vehicle to FOS. Prior to being returned, all Area vehicles are subjected to a full inspection inside and out to ensure the vehicle is in good condition and it's properly equipped. The Area's AT has been commended for the condition of the vehicles returned to FOS.
 - 5.a The AT maintains his office in a satisfactory condition and has adequate room for his current reference manual and bulletins.
 - The Area has a two bay work area with more than adequate room for working on the Area's fleet. The bays contain several items such as a wheelbarrow, leaf-blower, etc, if removed, would provide additional room and make the work area less cluttered. The bay floors are clean and kept free of vehicle fluids.

- The AT maintains a minimum of the tool inventory listed in HPM 31.1, Chapter 6. The tools are accessible to the AT when he is working on vehicles and are audited quarterly by the Area's Administrative Sergeant. During his interview, the AT indicated that he has a sufficient supply of tools to perform his required tasks and is not in need of additional equipment at this time. The AT's office and automotive bays are secured at the end of each work shift. Access to the AT's office is restricted to the AT, Administrative Sergeant and Maintenance Worker. After hours access to the automotive bays is restricted to Area supervisors, the AT and Maintenance Worker.
- The majority of the parts supplies are located on shelves within the AT's office. There is adequate space on the shelves and the parts are arranged logically. Access to the area is limited, as mentioned in aforementioned paragraph. Currently, the AT does not maintain a supply of vehicle batteries at the Area. Batteries are normally stored on cardboard mats to ensure they are not stored on the concrete floor.
 - The AT uses the Fleet Focus Program, (FF) in addition to his inventory cards to manage his automotive parts, supplies and tire inventory which enables him to maintain a reasonable number of replacement parts. Parts like water-pumps, air-conditioning compressors, starters, alternators, etc are provided to the particular vendors for installation as necessary. When stocked parts are used the AT ensures this information is documented on the invoice to prevent double billing.
 - The tire inventory is closely monitored with use of a CHP 55 (Tire Inventory Log) and physical inventories. Tire requisitions through Purchasing Services Unit are submitted as needed. The tire inventory is located in the wash bay adjacent to the auto bays with the AT and Administrative Sergeant having the only access. The AT sends out the CHP 265 (Sale of Discarded Tires/Junk Batteries/Used Rotors) to all perspective bidders. The contract is then given to the highest bidder that is certified and qualified for their removal.
 - Area completes a inventory of all parts every three months. The inventory is conducted by the Administrative Sergeant who is assisted by the AT.

- 7.a.(1-2) The fleet is normally fueled at the Area office. Only under emergency circumstances are the Voyager Credit cards to be used to fuel vehicles in the Field. Area has an established SOP and prepared briefing items to reinforce policy in regards to the use of the credit cards and prohibits the use of full-service, fueling stations.
- 7.b.(1-8) The fuel island is clean and organized and properly stocked. The fuel dispensers are maintained in good condition and equipped with break-away couplers. The "Emergency Shut off Valve" is located on the exterior of an outbuilding and is clearly visible from the fuel island. A fully charged fire extinguisher is mounted to the support pole located in the center of the island.
 - 7.d Individual officers are responsible for fueling their assigned vehicle, checking the vital fluids and cleaning the vehicle's windshield at the end of each shift.
 - The Area's underground storage tanks are tested for leaks as required by policy and the meters are calibrated annually. The Area is equipped with an electronic key pad system (Veeder-Root Monitor System) that provides meter security, as well as monitors the amount of fuel being dispensed. The system will not activate unless the properly coded key card is entered and the system maintains an on-going record of individual fuel usage of each vehicle. When the fuel level in the tank reaches 2,000 gallons or less, the AT will place an order for more fuel through the contracted distributor. The AT physically checks the level of the tank before and after each delivery to ensure accuracy.
 - 8.a The Area's Occupational Safety Supervisor conducts an inspection of the facility, including the AT's work area and office twice yearly. The findings are then documented on a CHP 113(a) which is kept in file. A review of the most current CHP 113's indicated no safety issues were observed in the automotive bays or AT's office.

A physical inspection of the AT's work area was conducted. The automotive bays are somewhat cluttered and contained several unnecessary items such as a wheelbarrow, leaf-blower and several cardboard boxes containing miscellaneous items. Removal of the aforementioned items would provide additional room and make the work area safer. The floors are kept free of vehicle fuels and no other safety concerns were observed. The vehicle bay contains a fully charged fire extinguisher which in mounted to the wall in plain sight. Masks and safety glasses were accessible and based on appearance are being routinely utilized. One of the two auto bays is equipped with an electric vehicle hoist which appears to be properly maintained and in good condition.

<u>Action Item</u>: The removal of unnecessary items located in the auto bays would provide more space and create a safer work environment.

- 8.c The current AT has been in his position for approximately twenty years. The AT has not sustained a work related injury during the last eleven years of service. The AT prides himself on his safety record and understands the importance of maintaining a safe work environment.
- 9.a An inspection of the fleet records revealed that they are logically filed in marked individual unit binders on a shelf adjacent to the AT's desk. A review of theses binders revealed that they are current and complete.
- 9.b A review of the FF document indicated they comply with the procedure contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.
- 9.c A review of the current CHP 424s was conducted and did not reveal any unusual repair patterns or duplicate services and that the required service was conducted at the proper mileage intervals.
- 9.d The AT is extremely diligent in using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty. The AT is well aware that purchasing vehicle parts with the credit card is strictly prohibited.
- 9.e When parts are supplied by the Area for needed repairs they are documented on the invoice and appropriately discounted from the total amount of the repairs.

- 9.f The AT maintains several binders in his office which contain fleet operations bulletins for the past several years.
- A review of the last sixth months of CHP 33E's indicated no obvious pattern of complaints or reoccurring discrepancies. No unauthorized modifications to the vehicles within the Area's fleet were noted by the inspector.
 - Presently, the Indio Area does not have a departmental motorcycle program.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

El Centro (626) EVALUATED BY

Sgt. Billy J. King, #13098

DIVISION Border NUMBER

08/18/2009

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation	Informal Evaluation	SUSPENSE DATE 10/18/2009			
FOLLOW-UP REQUIRED Yes No	☐ Correction Report	COMMANDER'S REVI	EW .	DATE 8	27/09
1. AREA ADMINISTRATION		EVALUATED Yes	No No	CORRECTE	ED .
a. Is there a clear line of su	upervision and accountability for the		nent?	✓ Yes	□No
(1) Is the Area commar	nder involved and informed?			✓ Yes	□No
(a) Does he/she m	onitor invoices?			✓ Yes	☐ No
(2) Who is authorized to	o approve invoices? Supervision a	and management.			
b. What is the background	experience of the Automotive Techi	nician (AT)? Trained	by Department, 11 years of	experience.	
(1) Are sufficient instruc	tions and training provided?			✓ Yes	□No
(2) Is he/she a qualified	mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend	training on new model vehicles?			☐ Yes	✓ No
(4) Does the AT have go	ood rapport with Area personnel and	d vendors?		✓ Yes	□No
(5) Does the AT ensure	vehicles are available at shift chang	ge?		✓ Yes	□No
(6) Does the AT periodic	cally attend staff meetings?			✓ Yes	□No
(7) Does the AT have ide	eas/suggestions for improving the p	program?		☐ Yes	☑ No
c. How much maintenance v	work is being done by the AT? All	maintenance work exc	cept warranty repairs.		
(1) Is he/she qualified to	perform maintenance and minor re	pairs?		✓ Yes	□No
(a) If these duties ar	re not being performed, why not?				
d. What other duties or resp	onsibilities are placed on the AT?	Minor repairs to facil	ity & parking lot area.		
				anà amin'ny	
. VEHICLE USE		0715	ACTION REQUIRED	CORRECTED	ė.
		Yes	No		
a. How many "E" Class vehic	cles are assigned to the Area? 19				

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the con	nmander?		✓ Yes	☐ No
	(2) If the number of vehicles assigned is in excess of the for	mula, what justificat	ion has been made? N/A		
b.	Are there procedures in place to ensure there are sufficient v	ehicles available at	the beginning of each shift?	✓ Yes	□ No
	(1) Are officers allowed to perform minor corrections in order	to keep the vehicle	es on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment availa	able?		✓ Yes	□ No
C.	What is the justification for any vehicle kept at employees hor	nes after duty hours	? All vehicles are kept at the	ne area.	
d.	Who does the commander allow to ride in vehicles? CHP an	d applicant ride a lo	ongs, others on an individual	basis w/appr	oval.
((1) Do supervisors use the CHP 428, Release and Waiver of	Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time			✓ Yes	□No
3. SER	RVICE ARRANGEMENTS	Yes	No REQUIRED	CORRECTE	D
a 1	What vendors are being used for servicing or repairing vehicle	es? El Centro Mot	ors, Lee Tire, J&M Auto Bo	dy, and Oros	co's Auto
а. ч					
-	Body.				
I	Body. 1) Are they authorized dealers?				□No
(·	Are they authorized dealers?		or to assignment of AT.	√ Yes	□No
(·	Are they authorized dealers?		or to assignment of AT.	☑ Yes	□No
(2 (2	Are they authorized dealers?	Already in place pri	or to assignment of AT.	☑ Yes	□No
(2 (2	1) Are they authorized dealers? 2) What process was used in selecting a service vendor?	Already in place pri	or to assignment of AT.	√ Yes ✓ Yes ✓ Yes	□ No
(2	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76.	Already in place pri	or to assignment of AT.		
(2	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76. (a) Are discounts given on parts? Has the command shopped for the most cost effective vendor.	Already in place pri 00. ndors?		✓ Yes	□No
(3) (4) (5)	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76.00 (a) Are discounts given on parts? Has the command shopped for the most cost effective vends. Does the Area constantly change vendors, or work out process.	Already in place pri 00. ndors? oblems in order to n	naintain good	☑ Yes ☑ Yes	□ No
(3) (4) (5) (6)	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76. (a) Are discounts given on parts? Has the command shopped for the most cost effective version being charged? \$45.00 to \$76. Does the Area constantly change vendors, or work out prolong-term relationships?	Already in place pri 00. ndors? oblems in order to n	naintain good /hen making purchases?	✓ Yes ✓ Yes	□ No □ No □ No
(3) (4) (5) (6) b. If	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76. (a) Are discounts given on parts? Has the command shopped for the most cost effective version boost the Area constantly change vendors, or work out prolong-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Man	Already in place pri 00. oblems in order to n agement Manual, w	naintain good /hen making purchases? naintenance?	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No
(3) (4) (5) (6) b. If	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76. (a) Are discounts given on parts? Has the command shopped for the most cost effective version being being vendors, or work out prolong-term relationships? Does the Area constantly change vendors, or work out prolong-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Man vehicle availability has been a problem, has Area experimen What percentage of the fleet is needed on weekends? No	Already in place pri 00. oblems in order to n agement Manual, w	naintain good /hen making purchases? naintenance?	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No
(3) (4) (5) (6) b. If (1) (2)	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76.00 (a) Are discounts given on parts? Has the command shopped for the most cost effective versions being charged? \$45.00 to \$76.00 (a) Are discounts given on parts? Does the Area constantly change vendors, or work out profoughterm relationships? Does the AT adhere to policy in HPM 11.2, Materials Man vehicle availability has been a problem, has Area experimen what percentage of the fleet is needed on weekends? No	Already in place pri 00. oblems in order to n agement Manual, w ted with weekend n rmally 60% unless	naintain good /hen making purchases? naintenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No
(3) (4) (5) (6) b. If (1) (2)	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76. (a) Are discounts given on parts? Has the command shopped for the most cost effective versions, or work out prolong-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Man vehicle availability has been a problem, has Area experimen What percentage of the fleet is needed on weekends? No	Already in place pri 00. oblems in order to n agement Manual, w ted with weekend n rmally 60% unless effectively?	naintain good /hen making purchases? naintenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No □ No
(3) (4) (5) (6) b. If (1) (2) (3)	1) Are they authorized dealers? 2) What process was used in selecting a service vendor? 3) What are the hourly rates being charged? \$44.00 to \$76. (a) Are discounts given on parts? 4) Has the command shopped for the most cost effective versions to be the Area constantly change vendors, or work out prolong-term relationships? 5) Does the AT adhere to policy in HPM 11.2, Materials Man vehicle availability has been a problem, has Area experimen (b) What percentage of the fleet is needed on weekends? Note there shortages of vehicles on Mondays? (c) If more than one AT, are their hours/days scheduled most (a) Is overtime needed for maximum enforcement periods.	Already in place pri 200. adors? bblems in order to n agement Manual, w ted with weekend n rmally 60% unless effectively?	naintain good /hen making purchases? naintenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	 No No No No No No No No
(3) (4) (5) (6) b. If (1) (2) (3) c. Ar	Are they authorized dealers? What process was used in selecting a service vendor? What are the hourly rates being charged? \$44.00 to \$76.00 (a) Are discounts given on parts? Has the command shopped for the most cost effective version being the Area constantly change vendors, or work out prolong-term relationships? Does the AT adhere to policy in HPM 11.2, Materials Man vehicle availability has been a problem, has Area experimen What percentage of the fleet is needed on weekends? No Are there shortages of vehicles on Mondays? If more than one AT, are their hours/days scheduled most	Already in place pri 200. adors? beliems in order to n agement Manual, w ted with weekend n rmally 60% unless effectively? s?	naintain good /hen making purchases? naintenance? MEP period.	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	 No No No No No No No No No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CFIF 433F (Nev. 0-00) OF 1 003		
(2) Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□No
(a) Is excessive officer time used to wash vehicles?	☐ Yes	✓ No
(3) Is there more than one car wash facility available?	✓ Yes	☐ No
(4) Are vehicles being excessively washed or detailed?	☐ Yes	✓ No
(5) Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	✓ No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	✓ No
d. How do officers report defective equipment? Officers are required to use the Defective Vehicle Report form	which is pro	ovided by the
AT. The report provides all pertinent information to AT, to include whether the vehicle is out of service or Ol	C for limite	d use.
(1) Who is authorized to declare a vehicle unsafe for patrol? AT, Officers, Supervision and Management.		
(a) Who determines when a vehicle is safe after repair or checking of defects? AT.		
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□No
(c) Is this system effective?	✓ Yes	☐ No
(d) How long are records kept? 3 years,		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	□No
4. MILEAGE MANAGEMENT EVALUATED Yes No	CORRECTE	
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	□No
(1) Are vehicles run out in the same order they are received?	✓ Yes	□ No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	☐ No
(a) If not, can adjustments be made to accomplish this?	✓ Yes	□No
b. How are adjustments to mileage accomplished? AT does a daily mileage report and service check using a sel	f generated	form.
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	□No
(2) Does the AT understand what is required?	✓ Yes	□No
(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
(a) If so, how does it effect mileage averaging? Mileage is still monitored on a daily basis and adjustment	nts are made	e if vehicle is
low on miles. This will be brought to the attention of Supervision and Management.		
c. How does the Area project run outs? Daily mileage report.		
c. How does the Area project run outs? Daily mileage report.		
c. How does the Area project run outs? Daily mileage report.		
c. How does the Area project run outs? Daily mileage report. (1) Is FOS provided 30-45 days advance notice?	✓ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS? Good, no complaints from FOS.		
(3) Are the right equipment options completed?	✓ Yes	□ No
EVALUATED ACTION REQUIRED	CORRECTED	
5. AUTOMOTIVE WORK AREA/EQUIPMENT Yes No	[7] Vas	□ No
a. Is there adequate space and comfort in the AT office?	✓ Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	✓ Yes	□ No
(2) Does the AT maintain a service and flat rate manual?	✓ Yes	□ No
b. Is the space for working on vehicles adequate?	✓ Yes	□ No
(1) Is it clean and organized?	✓ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	✓ Yes	□ No
(1) Is there an inventory?	✓ Yes	□ No
(a) When was it last checked?	✓ Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	✓ Yes	□ No
(a) Are they clean and properly maintained?	✓ Yes	□No
(b) Is there security for the tools when the AT is not present?	✓ Yes	□No
(c) Who has access to the tools?	✓ Yes	□No
d. Does the AT have the equipment necessary to perform all required tasks?	√ Yes	□No
(1) If not, has it been budgeted for and/or ordered?	☐ Yes	✓ No
e. Is the equipment neat, clear and in good repair?	✓ Yes	□No
(1) Have replacements been planned and budgeted for?	✓ Yes	□No
f. Are there additional tools or items of equipment needed?	Yes	✓ No
(1) Could the AT be more effective if they were available?	☐ Yes	✓ No
(2) Can they and/or have they been requisitioned or requested?	Yes	✓ No
S. TIRES, PARTS AND SUPPLIES EVALUATED Yes No	CORRECTED	
a. Is the space provided for parts and supplies adequate?	✓ Yes	□No
(1) If not, can more space be provided?	Yes	✓ No
(2) Is the space neatly and logically organized?	✓ Yes	□No
(3) Is there adequate security?	✓ Yes	□No
(4) Who has access to the parts/supplies? AT, maintenance worker, Supervision and Management.		
(5) Are batteries stored in a dry location, off the cement floor?	✓ Yes	□No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	∀es	□ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

153F (Rev. 6-06) OPI 009		
Are reasonable numbers of parts/supplies stocked?	☑ Yes	□No
(1) Are there obsolete parts on hand?	Yes	✓ No
Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	Yes	□No
Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□ No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
(a) Are records reviewed by management?	✓ Yes	□No
(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
(a) How are tires stored? New tires are stored and locked in a metal shed. Used tires are labeled by size	and are st	ored in a
locked metal shed.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
(5) Does Area provide motorcycle vendors with a stock of tires?	☐Yes	☑ No
(6) Does it appear tires are being replaced prematurely?	Yes	☑ No
(7) Are adequate records maintained for used tires?	✓ Yes	□No
(a) Is the disposition of used tires within policy?	✓ Yes	□No
How are old tires/batteries disposed of? Old Batteries are used as core's when new one's purchased and used tir	es are solo	d to the
highest bidder.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	√ Yes	□No
(2) Are either tires or batteries being traded to offset installation costs?	Yes	✓ No
(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
1) Who conducted the count? Sgt. Brollini, #9773 on 08-06-09.		
CONCENTRAL PROPERTY AND A CONTRACT OF THE PROPERTY OF THE PROP	CORRECTED	
Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	√Yes	No
1) What procedures have been established for purchasing fuel from service stations in emergencies?— Area has	CFN gas	card along
14 14 17 and and in all vehicle 22 hooks		
with the Voyager card in all vehicle 33 books.		
	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? Are adequate records maintained for tires, and are all tires accounted for? (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? (2) Are proper guidelines in place for record keeping? (a) Are records reviewed by management? (3) Are tires properly safeguarded from theft or misuse? (a) How are tires stored? New tires are stored and locked in a metal shed. Used tires are labeled by size locked metal shed. (4) Is access to the tires restricted to the AT and his/her assistant or backup? (5) Does Area provide motorcycle vendors with a stock of tires? (6) Does it appear tires are being replaced prematurely? (7) Are adequate records maintained for used tires? (a) Is the disposition of used tires within policy? How are old tires/batteries disposed of? Old Batteries are used as core's when new one's purchased and used tire highest bidder. (1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? (2) Are either tires or batteries being traded to offset installation costs? (3) Are the provisions of any tire or battery disposal contract being met? Are Material Safety Data Sheets (MSDS) posted as required? (1) Are all containers (other that the original) containing hazardous materials properly marked? Has the quarterly count of parts, tires, accessories and supplies been conducted? (1) Who conducted the count? Sgt. Brollini, #9773 on 08-06-09. EVALUANTED Yes Yes Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	(1) Are there obsolete parts on hand? Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? 2' Yes Are adequate records maintained for tires, and are all tires accounted for? (1) Are tire recuests properly documented and ordered through the Purchasing Services Unit of Business Services Section? (2) Are proper guidelines in place for record keeping? (3) Are tires properly safeguarded from theft or misuse? (4) Is access to the tires restricted to the AT and his/her assistant or backup? (5) Does Area provide motorcycle vendors with a stock of tires? (6) Does it appear tires are being replaced prematurely? (7) Are adequate records maintained for used tires? (8) Is the disposition of used tires within policy? (9) Yes (1) Is the Safe of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? (2) Are either tires or batteries being traded to offset installation costs? (3) Are the provisions of any tire or battery disposal contract being met? (4) Is access to the tires restricted to the AT and his/her assistant or backup? (5) Does Area provide motorcycle vendors with a stock of tires? (6) Does it appear tires are being replaced prematurely? (7) Are adequate records maintained for used tires? (8) Is the disposition of used tires within policy? (1) Is the Safe of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? (2) Are either tires or batteries being traded to offset installation costs? (3) Are the provisions of any tire or battery disposal contract being met? (2) Yes Are Material Safety Data Sheets (MSDS) posted as required? (3) Are the provisions of any tire or battery disposal contract being met? Action Recourse (6) Does tires/Butteries or batteries being traded to offset installation costs? (9) Yes (1) Are all containers (other that the original) containing hazardous materials property marked? (2) Yes (3) Are the provisions of any tire or battery disposal contract being met?

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

HP.	453F (Rev. 6-06) OPI 009		
	(2) Is there a written policy, and is it complied with?	Yes	√ No
b.	Is the fuel island clean and neat?	✓ Yes	☐ No
	(1) Does it need repair or painting?	✓ Yes	□No
-	(2) Are fuel, water and air hoses in good repair?		□No
-	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	☐ No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
_	(8) Have problems been reported to Facilities Section?	☐ Yes	✓ No
С.	is there an adequate amount of supplies available to officers?		□No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?		□ No
	(2) Who has access to the keys to lock the meters and the storage tank? AT and maintenance worker.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Daily fuel log.		
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Unable to determine exact amount	nt, the Veeder	Root
	machine is inop. DGS is aware and working on getting it repaired. If discrepancies found brought to Su		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
_	(1) When was the pump meter last checked for accuracy? No label on pump, AT will have to get with Ci	ty or County o	of Imperial to
	arrange for inspection.		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Approximately every two weeks.		
	(2) At what level is it refilled? 4000 gallons.		
i.	How does the Area secure the fuel pumps when they are not in use? Pad locks, with key on every vehicle key	ring	
	(1) Is the system adequate?	✓ Yes	□No
-	(2) Is it utilized by all personnel?	✓ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP	453F	(Rev. 6-06) OF1 006	EVALUATED	ACTION REQUIRED	CORRECTED	
8. S			Yes	No No	[7] V	□ No
a.	Do	es the Area conduct an inspection of the facility twice each y	ear to detect safe	ty hazards?	✓ Yes	□ No
	(1)	Are the AT's work areas inspected?			✓ Yes	□ No
b.	Are	e there possible unsafe conditions within the AT's work areas	?		Yes	☑ No
	(1)	Is the shop floor clean and free of any spills?			✓ Yes	□ No
	(2)	Are electrical cords or hoses posing a hazard?			☐ Yes	✓ No
	(3)	Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□ No
	(4)	Are any batteries leaking or stored improperly?			Yes	✓ No
==	(5)	Are there loose items on the floor?			☐ Yes	✓ No
	(6)	Is the bench grinder firmly affixed, and are there safety glas	ses available?		✓ Yes	□No
		(a) Are they worn by the AT?			✓ Yes	□No
	(7)	Is the battery charger in a safe place?			✓ Yes	□ No
-	(8)	Are masks available for AT's to wear when servicing brakes	s?		✓ Yes	□No
		(a) If yes, are they worn?			✓ Yes	□No
	(9)	Are jack stands properly utilized?			✓ Yes	□No
C.		nat is the Area occupational safety record as it relates to fleet	management?	Excellent, area goals have bee	en met.	
	_					
	(1)	Have any injuries been prevented with an improved safety	awareness progra	am?	☐ Yes	□No
9. V		CLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
MIT TO	WHI	e fleet records logically filed?			✓ Yes	□No
		Are they conveniently located and available to the AT and s	supervisor?		✓ Yes	□No
	(2)				✓ Yes	□No
	(2)	(a) If documents are not in files, where are they located?	In wooden book	case.		
		(a) II decamente de l'example				
	_					
b,	Do	the Fleet Focus (FF) documents comply with the instruction	s in HPM 31.1, FI	eet Operations Manual?	√ Yes	□No
υ,		Are documents legible and complete?			✓ Yes	□No
		Monthly reports are reviewe	d by AT, fleet su	pervisor and management.		
	(2)	How is the information used in Area's fleet administration?			ng the fleet e	fectively and
==	(3)					
	_	economically.			✓ Yes	□No
C.	is t	he CHP 424 current?	inlicate services?	?	Yes	✓ No
	(1)	Does the CHP 424 reveal any unusual repair patterns or de	aphodic 301 vioco:			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MAN'AGEMENT EVALUATION

FLEET MANAGEMENT

סובר	9 453F (Rev. 6-06) OPI 009				
J1717	(2) Have required services been done at the proper mileage?			✓ Yes	□No
d	I. Is the Area using the most effective and economical method of repairi	ng/maintaining the	fleet?	☐ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3) Is work being done by vendors that should be done by the AT?			☐ Yes	✓ No
	(4) Are there any warranty problems?			Yes	✓ No
	(a) If so, are they being resolved?			✓ Yes	□No
	(5) Is the credit card being used in lieu of an invoice?	5		☐ Yes	✓ No
	(6) Does the commander or his/her designee review and/or approve	invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval indica		AT uses ten cents per	mile formu	la to fix
_	vehicles. If cost exceeds formula, AT notifies Fleet OPS by e				
	repairs completed.				
е.	B			✓ Yes	□No
-	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
	Are fleet operations bulletins maintained and accessible to the AT?			Yes	□ No
		UATED	ACTION REQUIRED	CORRECTED	
a.	OUR SOF, Vehicle Inspection Checklist, as a guide, are there		blems identified?	☐ Yes	√ No
	(1) Have any unauthorized modifications been made on vehicles?			Yes	☑ No
1		UATED	ACTION REQUIRED	CORRECTED	
	Is the Area commander involved and kept informed of motorcycle dep	oloyment, needs, pr	oblems, etc.?	☐ Yes	□No
d,	(1) Are the program objectives clearly understood by the commander			Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motorcycle ope			Yes	□No
h	Are motorcycles being deployed in conformance with departmental po		rations Bulletins?	Yes	□No
υ.	(1) Are motorcycles being used on beats with predominantly high spe			☐ Yes	□No
_	(2) Are motorcycles used for special duty officer transportation?			Yes	□No
_	(3) Are motorcycles parked at the Area office during vacations and e	xtended days off?		Yes	□ No
	Are Fleet Operations Bulletins pertaining to motorcycles filed together			Yes	□No
C.	(1) What system is in place to verify understanding and compliance?				
	111 AMISI SASIGIII IS III DISCE IO ACITIÀ GUACIONALISTA				
	(1) the state of t				
	(2) Are Bulletins discussed with riders?			Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009		
(1) Is there a Defensive Rider Program?	☐ Yes	□No
(2) Is there a sufficient number of CMTOs?	Yes	□No
(3) What is the Area's safely record?		
(a) How does it compare with Division and statewide rates?		.()
(4) Does the Area conduct quarterly motorcycle training?	Yes	□ No
(a) Are mandatory exercises being conducted?	Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	· Yes	□ No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	Yes	□ No
(2) Is the repair person proficient?	Yes	□ No
(3) Is service available on weekends?	Yes	□ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□ No
(5) Are any motorcycles being operated with radios in a defective condition?	Yes	□No
(6) Are any repairs being done by riders?	☐ Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section	?	□No
g. Is there adequate space to park and/or store motorcycles?	Yes	□No
(1) Is safety compromised?	☐ Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	Yes	□No
(a) Has it been inspected and approved?	Yes	□No
(b) Are records of the approval on file?	Yes	□ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	Yes	□No
(2) Is there ample supply available?	Yes	□No
(3) Are spare tires available?	Yes	□ No
(4) Is a battery charger available?	☐ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-	(5)	Is there security and an accurate inventory kept?	Yes	□No
i.	Wh	at arrangements have been made for servicing and repairing motorcycles?		
-	(1)	Is it satisfactory and cost effective?	☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
			.,	
	(6)	Does the Area have a motorcycle trailer?	Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	□ No
j.	Are	vehicle files logically kept and up-to-date?	Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□ No
	(3)	Is service up-do-date?	Yes	□ No
k.	Are	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, at high motorcycle Inspection List, completed as required?	Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□ No
	(2)	Are the forms filed for the life of the motorcycle?	Yes	□No
I.	Utiliz Area	ting the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	□No

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Manageme	
SECTIONS	
5.	c. Does the AT have the supply of tools listed in HPM 31.1 Fleet Operations Manual, Chapter 6?
	(1) (a) When was it last checked? 03-18-09.
	(2) (c) Who has access to the tools? The AT, Maintenance worker, Vin officer, Supervision and
	Management.
	The only follow up action the command needs to complete, is getting the fuel pump inspected by th
	proper agency who calibrates fuel pumps and insure an inspection sticker is located in a visible
	area.
	The inspection results determined the command is in compliance with Departmental policy.
	The AT appears to be genuinely concerned with the area's day to day fleet operations. He is very
	proactive with the program and displays a positive attitude and strong work ethic. The fleet is
	definitely in good hands.
1	The El Centro Area does not have any motorcycles assigned to its fleet.
36	
11.11	*

STATE OF CALIFORNIA AREA DIVISION NUMBER DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION Calexico Border 626 FLEET MANAGEMENT EVALUATED BY DATE CHP 453F (Rev. 6-06) OPI 009 T. Brollini # 9773 08/26/2009 INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. TYPE OF EVALUATION SUSPENSE DATE □ Formal Evaluation Informal Evaluation FOLLOW-UP REQUIRED COMMANDER'S REVIEW DATE ☐ Correction Report ACTION REQUIRED 1. AREA ADMINISTRATION N/A a. Is there a clear line of supervision and accountability for the Area's fleet management? Yes (1) Is the Area commander involved and informed? Yes

□ No □ No (a) Does he/she monitor invoices? ☐ Yes No (2) Who is authorized to approve invoices? b. What is the background experience of the Automotive Technician (AT)? N/A (1) Are sufficient instructions and training provided? ☐ Yes ☐ No (2) Is he/she a qualified mechanic at journey person level? ☐ Yes No (3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No (4) Does the AT have good rapport with Area personnel and vendors? Yes No (5) Does the AT ensure vehicles are available at shift change? Yes ☐ No (6) Does the AT periodically attend staff meetings? Yes ☐ No (7) Does the AT have ideas/suggestions for improving the program? Yes ΠNo c. How much maintenance work is being done by the AT? (1) Is he/she qualified to perform maintenance and minor repairs? Yes ☐ No (a) If these duties are not being performed, why not? d. What other duties or responsibilities are placed on the AT? EVALUATED ACTION REQUIRED CORRECTED 2. VEHICLE USE Yes None

a. How many "E" Class vehicles are assigned to the Area? None, 1 Electric Think Car, "E" Class cars assigned to the El Centro (625).

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	Yes
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	Yes
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	Yes
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	Yes
(a) Is there a supply of tools and minor equipment available? c. What is the justification for any vehicle kept at employees homes after duty hours? K-9 Unit d. Who does the commander allow to ride in vehicles? (1) Do supervisors use the CHP 428, Release and Waiver of Liability? (a) Is the CHP 428 kept for the appropriate period of time? (b) Yes SERVICE ARRANGEMENTS (c) What vendors are being used for servicing or repairing vehicles? (d) Are they authorized dealers? (e) What process was used in selecting a service vendor? (a) Are discounts given on parts? (b) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (c) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (d) What percentage of the fleet is needed on weekends? (e) Are there shortages of vehicles on Mondays? (f) More than one AT, are their hours/days scheduled most effectively? (g) If more than one AT, are their hours/days scheduled most effectively? (g) Is overtime needed for maximum enforcement periods?	Yes
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(1) Do supervisors use the CHP 428, Release and Waiver of Liability? (a) Is the CHP 428 kept for the appropriate period of time? (b) Yes EVALUATED N/A ACTION REQUIRED CORRECTED N/A ACTION REQUIRED CORRECTED N/A (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (4) Has the command shopped for the most cost effective vendors? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (7) Yes (8) If vehicle availability has been a problem, has Area experimented with weekend maintenance? (9) Are there shortages of vehicles on Mondays? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (4) Is overtime needed for maximum enforcement periods?	Yes No PRECTED Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No
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(2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? (a) Are discounts given on parts?	Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No
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long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (7) Yes (8) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (9) If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (4) Is overtime needed for maximum enforcement periods? (5) Yes (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? (7) Yes (8) Yes (9) Yes (9) Yes (1) Yes (1) Yes (2) Are there shortages of vehicles on Mondays? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods?	Yes No Yes No Yes No Yes No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods?	Yes No Yes No Yes No Yes No
(1) What percentage of the fleet is needed on weekends? (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods? (b) Yes	Yes No Yes No Yes No
(2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods?	Yes No
(3) If more than one AT, are their hours/days scheduled most effectively? (a) Is overtime needed for maximum enforcement periods?	Yes No
(a) Is overtime needed for maximum enforcement periods?	Yes No
c. Are provisions adequate to ensure regular washing of vehicles?	Yes No
(1) How are interiors cleaned?	

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and economical?	Yes	□No
(a) Is excessive officer time used to wash vehicles?	☐Yes	□No
(3) Is there more than one car wash facility available?	☐Yes	□No
(4) Are vehicles being excessively washed or detailed?	☐ Yes	□No
(5) Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	□No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	□No
d. How do officers report defective equipment?		_
(1) Who is authorized to declare a vehicle unsafe for patrol?		
(a) Who determines when a vehicle is safe after repair or checking of defects?		
(b) Does he/she sign off the report form and indicate what has been done?	Yes	□No
(c) Is this system effective?	☐ Yes	□No
(d) How long are records kept?		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	☐ Yes	□No
4. MILEAGE MANAGEMENT EVALUATED N/A	CORRECTE	D
Does Area have a system to ensure equitable mileage accumulation on all vehicles?	☐ Yes	□No
(1) Are vehicles run out in the same order they are received?	☐ Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	☐ Yes	□ No
(a) If not, can adjustments be made to accomplish this?	☐ Yes	□ No
b. How are adjustments to mileage accomplished?		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	Yes	□No
(2) Does the AT understand what is required?	Yes	□No
(3) Does the Area have a "personalized vehicle assignment" program?	Yes	☐ No
(a) If so, how does it effect mileage averaging?		
c. How does the Area project run outs?		
(1) In EOS provided 20 45 days advenes notice?		□ Ne
(1) Is FOS provided 30-45 days advance notice?	Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FO	08?			
(3) Are the right equipment options completed?			Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED N/A	ACTION REQUIRED	CORRECTED	0
a. Is there adequate space and comfort in the AT office?			☐Yes	□No
(1) Is the office arranged neatly, and are all bulletins and m	nanuals current?		☐Yes	□No
(2) Does the AT maintain a service and flat rate manual?			Yes	□No
b. Is the space for working on vehicles adequate?			☐ Yes	□No
(1) Is it clean and organized?			Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1; Fleet Operations Manual, Chapter 6?				□No
(1) Is there an inventory?				□No
(a) When was it last checked?			Yes	□No
(2) Are the tools located where they can be easily accessed	d by the AT when work	king on vehicles?	Yes	□No
(a) Are they clean and properly maintained?			Yes	□No
(b) Is there security for the tools when the AT is not pre	esent?		Yes	□No
(c) Who has access to the tools?			☐ Yes	□No
d. Does the AT have the equipment necessary to perform all re-	quired tasks?		☐ Yes	□No
(1) If not, has it been budgeted for and/or ordered?			Yes	□No
e. Is the equipment neat, clean and in good repair?			Yes	No
(1) Have replacements been planned and budgeted for?			☐ Yes	□No
f. Are there additional tools or items of equipment needed?			Yes	□No
(1) Could the AT be more effective if they were available?			Yes	□No
(2) Can they and/or have they been requisitioned or request	ted?		☐Yes	□No
5. TIRES, PARTS AND SUPPLIES	N/A	ACTION REQUIRED	CORRECTED).
a. Is the space provided for parts and supplies adequate?	1/		Yes	□No
(1) If not, can more space be provided?			Yes	□No
(2) Is the space neatly and logically organized?			☐ Yes	□No
(3) Is there adequate security?			Yes	□No
(4) Who has access to the parts/supplies?				
(5) Are batteries stored in a dry location, off the cement floor	?		Yes	□No
b. Are automotive parts and supplies inventoried and maintained	d in Fleet Focus (FF)	as required?	Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

c. Are reasonable numbers of parts/supplies stocked?	☐ Yes	□No
(1) Are there obsolete parts on hand?	Yes	□ No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation	on? Yes	□No
e. Are adequate records maintained for tires, and are all tires accounted for?	☐ Yes	□No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	Yes	□No
(2) Are proper guidelines in place for record keeping?	☐ Yes	□No
(a) Are records reviewed by management?	☐ Yes	□No
(3) Are tires properly safeguarded from theft or misuse?	Yes	□No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	☐ Yes	□No
(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	□ No
(6) Does it appear tires are being replaced prematurely?	☐ Yes	□No
(7) Are adequate records maintained for used tires?	Yes	□No
(a) Is the disposition of used tires within policy?	Yes	□No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	□No
(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	□ No
(3) Are the provisions of any tire or battery disposal contract being met?	Yes	□ No
g. Are Material Safety Data Sheets (MSDS) posted as required?	Yes	□No
(1) Are all containers (other that the original) containing hazardous materials properly marked?	Yes	□No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	☐Yes	□No
(1) Who conducted the count?		
7. FUEL DISPENSING FACILITY EVALUATED N/A	CORRECTED	
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	Yes	□No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
(a) Is self-service or full-service used?		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	Yes	□No
b. Is the fuel island clean and neat?	Yes	□No
(1) Does it need repair or painting?	☐ Yes	□No
(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
(3) Is the break-away coupler installed?	Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
(5) Is there a clean oil storage rack?	☐ Yes	□No
(6) Is the lighting adequate?	☐ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
(8) Have problems been reported to Facilities Section?	☐ Yes	□No
c. Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank?	<u> </u>	
(3) Is gasoline measured before and after deliveries?	Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		9
(1) Are records maintained as required?	☐ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	☐ Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	☐ Yes	□No
(2) Is it utilized by all personnel?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED)
Does the Area conduct an inspection of the facility twice ea		ty hazards?	Yes	□No
(1) Are the AT's work areas inspected?			☐ Yes	□No
b. Are there possible unsafe conditions within the AT's work a	reas?		☐ Yes	□No '
(1) Is the shop floor clean and free of any spills?			☐Yes	□No
(2) Are electrical cords or hoses posing a hazard?			Yes	□No
(3) Are fire extinguishers charged, inspected and of the pro-	oper type?		☐ Yes	□No
(4) Are any batteries leaking or stored improperly?			Yes	□No
(5) Are there loose items on the floor?			☐Yes	□No
(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		☐ Yes	□No
(a) Are they worn by the AT?			☐ Yes	□No
(7) Is the battery charger in a safe place?		¥	Yes	□No
(8) Are masks available for AT's to wear when servicing bra	akes?		Yes	□No
(a) If yes, are they worn?			Yes	□No
(9) Are jack stands properly utilized?			Yes	□No
(1) Have any injuries been prevented with an improved safe			Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED	0
a. Are fleet records logically filed?			Yes	□No
(1) Are they conveniently located and available to the AT ar	nd supervisor?		Yes	□No
(2) Do files contain all required documents?			Yes	□No
(a) If documents are not in files, where are they located	1?			
b. Do the Fleet Focus (FF) documents comply with the instructi	ons in HPM 31.1, Fle	et Operations Manual?	□Yes	□No
(1) Are documents legible and complete?			Yes	□No
(2) Who reviews the FF reports?				
(3) How is the information used in Area's fleet administration	1?			
c. Is the CHP 424 current?			☐ Yes	□No
(1) Does the CHP 424 reveal any unusual repair patterns or	duplicate services?		☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

218 324 (1382 20) 31 1020		
(2) Have required services been done at the proper mileage?	Yes	□No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	☐ Yes	□No
(1) Are hourly rates in line with prevailing rates?	☐ Yes	□No
(2) Does the AT refer to manuals for invoice cost information?	☐ Yes	□No
(3) Is work being done by vendors that should be done by the AT?	☐ Yes	□No
(4) Are there any warranty problems?	☐ Yes	□ No
(a) If so, are they being resolved?	☐ Yes	□No
(5) Is the credit card being used in lieu of an invoice?	☐Yes	□No
(6) Does the commander or his/her designee review and/or approve invoices?	☐ Yes	□No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	☐ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?	☐ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the AT?	☐Yes	□No
10. CONDITION OF THE FLEET EVALUATED N/A	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	' ☐ Yes	□No
(1) Have any unauthorized modifications been made on vehicles?	☐ Yes	□No
1. MOTORCYCLES EVALUATED N/A ACTION REQUIRED	CORRECTED	KT
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	Yes	□No
(1) Are the program objectives clearly understood by the commander and supervisors?	☐ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	☐ Yes	□No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	☐ Yes	□No
(1) Are motorcycles being used on beats with predominantly high speed problems?	☐ Yes	☐ No
	☐ Yes	□ No
(1) Are motorcycles being used on beats with predominantly high speed problems?		
(1) Are motorcycles being used on beats with predominantly high speed problems?(2) Are motorcycles used for special duty officer transportation?	Yes	□No
(1) Are motorcycles being used on beats with predominantly high speed problems?(2) Are motorcycles used for special duty officer transportation?(3) Are motorcycles parked at the Area office during vacations and extended days off?	☐ Yes	□ No
 (1) Are motorcycles being used on beats with predominantly high speed problems? (2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? 	☐ Yes	□ No
 (1) Are motorcycles being used on beats with predominantly high speed problems? (2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? 	☐ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

011 4301 (164.0 00) 01 1 000		
(1) Is there a Defensive Rider Program?	☐ Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
(a) Are mandatory exercises being conducted?	☐ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	☐ Yes	□No
(2) Is the repair person proficient?	☐ Yes	☐ No
(3) Is service available on weekends?	☐ Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
(6) Are any repairs being done by riders?	☐ Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□No
g. Is there adequate space to park and/or store motorcycles?	Yes	□No
(1) Is safety compromised?	☐ Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	☐ Yes	☐ No
(b) Are records of the approval on file?	☐ Yes	☐ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	Yes	□No
(2) Is there ample supply available?	Yes	□No
(3) Are spare tires available?	Yes	□No
(-)		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i	. Wh	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
		(a) Is a supervisor's permission required?	Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□ No
j.	Are \	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3)	Is service up-do-date?	☐ Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, thly Motorcycle Inspection List, completed as required?	Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	Yes	□No
J.	Utilizi Area	ng the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No
The o	nly "E	E" class vehicle assigned to the area is a Ford, Electric Think Car, which does not require any scheduled serv	vice. All f	leet
mana	gemer	at duties for the "E" class vehicles the area uses are completed by the El Centro and Winterhaven Areas.		

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SECTIONS	VALUATION FLEET MANAGEMENT DATE: 08/26/2009 COMMENTS
	All fleet management duties for the "E" class vehicles the area uses are completed by the
	El Centro and Winterhaven Areas.
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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Calexico	Border	626
EVALUATED BY		DATE
B. King		07/15/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION [Note: The content of the conte	mal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIE	» S&	7-16	09
1. AREA ADMINISTRATION		EVALUATED N/A	ACTION REQUIRED	CORRECTE	D
a. Is there a clear line of superv	ision and accountability for the	e Area's fleet managem	ent?	☐ Yes	□No
(1) Is the Area commander i	nvolved and informed?			☐ Yes	□ No
(a) Does he/she monito	r invoices?			Yes	☐ No
(2) Who is authorized to app	rove invoices?				
b. What is the background expe	rience of the Automotive Tech	nnician (AT)?			
(1) Are sufficient instructions	and training provided?			Yes	□No
(2) Is he/she a qualified mec	hanic at journey person level?)		☐ Yes	□No
(3) Does he/she attend training on new model vehicles?				☐ Yes	□No
(4) Does the AT have good r	apport with Area personnel ar	nd vendors?		☐ Yes	□No
(5) Does the AT ensure vehic	cles are available at shift chan	ige?		☐ Yes	□No
(6) Does the AT periodically a	attend staff meetings?			☐ Yes	□No
(7) Does the AT have ideas/s	uggestions for improving the	program?		☐ Yes	☐ No
c. How much maintenance work	is being done by the AT?				
(1) Is he/she qualified to perfo	orm maintenance and minor re	epairs?		☐ Yes	□No
(a) If these duties are not	being performed, why not?				
d. What other duties or responsib	ilities are placed on the AT2			- 4	
2000 01.100001010					
VEHICLE USE		EVALUATED.	ACTION REQUIRED None	CORRECTED	
a. How many "E" Class vehicles a	are assigned to the Area? 1 (Electric Think Car)	F.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_							
()	((1) Is there an unmarked patrol v	rehicle assigned for the comm	nander?		✓ Yes	□No
	(2	2) If the number of vehicles assi	gned is in excess of the form	ula, what justificatio	n has been made?		
_							
_							
_	b. A	Are there procedures in place to e	nsure there are sufficient veh	nicles available at th	e beginning of each shift?	✓ Yes	□No
	('	Are officers allowed to perforr	n minor corrections in order to	o keep the vehicles	on the road?	✓ Yes	□ No
-		(a) Is there a supply of tools	and minor equipment availab	le?	-ieili	✓ Yes	□No
	c. V	What is the justification for any vel	nicle kept at employees home	es after duty hours?	K-9 Unit.		
<u></u>							h
		Vho does the commander allow to					
	(1	Do supervisors use the CHP 4	128, Release and Waiver of L	iability?		✓ Yes	□ No
_		(a) Is the CHP 428 kept for the	ne appropriate period of time?			✓ Yes	☐ No
3.	SER	VICE ARRANGEMENTS	, and a second	N/A	ACTION REQUIRED	CORRECTED	
	a. V	Vhat vendors are being used for s	ervicing or repairing vehicles	?			
	(1) Are they authorized dealers?				☐ Yes	□No
	(2)) What process was used in sele	ecting a service vendor?				
	(3)) What are the hourly rates bein	g charged?				
		(a) Are discounts given on part	s?			☐ Yes	□No
	(4)) Has the command shopped for	the most cost effective venc	lors?		☐ Yes	□No
	(5)) Does the Area constantly chan long-term relationships?	ge vendors, or work out prob	olems in order to ma	aintain good	☐ Yes ·	□No
	(6)		– ————————————————————————————————————	gement Manual, wh	nen making purchases?	Yes	□No
b	. If v	vehicle aváilability has been a pro	****			☐ Yes	□ No
	(1)	What percentage of the fleet is	needed on weekends?				
	(2)	Are there shortages of vehicles	on Mondays?			☐ Yes	□No
	(3)	If more than one AT, are their h	nours/days scheduled most e	ffectively?		☐ Yes	□No
		(a) Is overtime needed for max	ximum enforcement periods?)		☐ Yes	□ No
C.	Аге	e provisions adequate to ensure r	egular washing of vehicles?			Yes	□No
	(1)	How are interiors cleaned?					

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009		
(2) Is the Area's vehicle washing procedure practical and economical?	☐ Yes	□No
(a) Is excessive officer time used to wash vehicles?	☐Yes	□No
(3) Is there more than one car wash facility available?	Yes	□No
(4) Are vehicles being excessively washed or detailed?	Yes	□No
(5) Does the Area have a maintenance worker or janitor wash cars?	Yes	□No
(6) Is there any other program that can be of assistance in washing cars?	Yes	☐ No
d. How do officers report defective equipment?		
(1) Who is authorized to declare a vehicle unsafe for patrol?		
(a) Who determines when a vehicle is safe after repair or checking of defects?		
(b) Does he/she sign off the report form and indicate what has been done?	Yes	□No
(c) Is this system effective?	☐Yes	□No
(d) How long are records kept?		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	Yes	□No
4. MILEAGE MANAGEMENT EVALUATED N/A	CORRECTED)
Does Area have a system to ensure equitable mileage accumulation on all vehicles?	☐ Yes	□No
(1) Are vehicles run out in the same order they are received?	☐ Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	Yes	□No
(a) If not, can adjustments be made to accomplish this?	Yes	□No
b. How are adjustments to mileage accomplished?		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	Yes	□No
(2) Does the AT understand what is required?	Yes	□No
(3) Does the Area have a "personalized vehicle assignment" program?	Yes	□No
(a) If so, how does it effect mileage averaging?		
c. How does the Area project run outs?		
(1) Is FOS provided 30-45 days advance notice?	Yes	□ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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(2) What has been the condition of vehicles returned to FOS	S?			
/ON A set the sight a surious and anticas accomplated?			Yes	□No
(3) Are the right equipment options completed?	EVALUATED	ACTION REQUIRED	CORRECTED	
5. AUTOMOTIVE WORK AREA/EQUIPMENT	N/A			
a. Is there adequate space and comfort in the AT office?			☐ Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and ma	anuals current?		☐ Yes	□ No
(2) Does the AT maintain a service and flat rate manual?			Yes	□ No
b. Is the space for working on vehicles adequate?			Yes	□No
(1) Is it clean and organized?			☐ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fle	et Operations Manua	al, Chapter 6?	Yes	□No
(1) Is there an inventory?			Yes	□No
(a) When was it last checked?			Yes	□No
(2) Are the tools located where they can be easily accessed	d by the AT when wo	rking on vehicles?	Yes	□No
(a) Are they clean and properly maintained?			Yes	□No
(b) Is there security for the tools when the AT is not pre	esent?		☐ Yes	□ No
(c) Who has access to the tools?		8	Yes	□No
d. Does the AT have the equipment necessary to perform all re	equired tasks?		Yes	□No
(1) If not, has it been budgeted for and/or ordered?			Yes	□No
e. Is the equipment neat, clean and in good repair?			☐ Yes	□No
(1) Have replacements been planned and budgeted for?			Yes	□No
f. Are there additional tools or items of equipment needed?			Yes	□No
(1) Could the AT be more effective if they were available?			Yes	□No
(2) Can they and/or have they been requisitioned or request	ted?		Yes	□No
6. TIRES, PARTS AND SUPPLIES	N/A	ACTION REQUIRED	CORRECTED	D
a. Is the space provided for parts and supplies adequate?			☐ Yes	□No
(1) If not, can more space be provided?			Yes	□No
(2) Is the space neatly and logically organized?			Yes	□No
(3) Is there adequate security?			Yes	□ No
(4) Who has access to the parts/supplies?				
(5) Are batteries stored in a dry location, off the cement floo	r?		☐ Yes	□No
b. Are automotive parts and supplies inventoried and maintaine	ed in Fleet Focus (FF) as required?	☐Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

-							
C.	Are reasonable numbers of parts/supplies stocked?			☐Yes	□No		
	(1) Are there obsolete parts on hand?						
d.	Does Area stock parts/supplies purchased by the Department,	and provide them to	the vendor for installation?	☐Yes	□ No		
е.	Are adequate records maintained for tires, and are all tires accord	equate records maintained for tires, and are all tires accounted for?					
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?						
	(2) Are proper guidelines in place for record keeping?			☐Yes	□No		
	(a) Are records reviewed by management?			☐Yes	□No		
	(3) Are tires properly safeguarded from theft or misuse?			☐ Yes	□No		
	(a) How are tires stored?	-					
	(4) Is access to the tires restricted to the AT and his/her assist	ant or backup?		☐ Yes	□No		
	(5) Does Area provide motorcycle vendors with a stock of tires?						
	(6) Does it appear tires are being replaced prematurely?			☐ Yes	□No		
	(7) Are adequate records maintained for used tires?		2	☐ Yes	□No		
	(a) Is the disposition of used tires within policy?	7		Yes	□No		
f.	How are old tires/batteries disposed of?						
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to p	prospective bidders?	☐ Yes	☐ No		
	(2) Are either tires or batteries being traded to offset installation	n costs?		Yes	□No		
	(3) Are the provisions of any tire or battery disposal contract be	eing met?		☐ Yes	☐ No		
g.	Are Material Safety Data Sheets (MSDS) posted as required?			☐Yes	□No		
	(1) Are all containers (other that the original) containing hazard	dous materials prop	erly marked?	Yes	□Ņo		
h.	Has the quarterly count of parts, tires, accessories and supplies	been conducted?		Yes	☐ No		
	(1) Who conducted the count?		i.				
FU	EL DISPENSING FACILITY	EVALUATED N/A	ACTION REQUIRED	CORRECTE	D		
a.	Normally, is all fuel used by departmental personnel dispensed command location?	through the fuel fac	ility at the	Yes	□No		
	(1) What procedures have been established for purchasing fue	ol from convice static	ons in emergencies?				

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(2) Is there a written policy, and is it complied with?	☐Yes	□No
b. Is the fuel island clean and neat?	☐ Yes	□No
(1) Does it need repair or painting?	☐Yes	□No
(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
(3) Is the break-away coupler installed?	☐ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
(5) Is there a clean oil storage rack?	☐ Yes	□No
(6) Is the lighting adequate?	☐ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐Yes	□No
(8) Have problems been reported to Facilities Section?	Yes	□No
c. Is there an adequate amount of supplies available to officers?	☐Yes	□No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	☐ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		
		2
(1) Are records maintained as required?	☐ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	☐ Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	☐Yes	□No
(2) Is it utilized by all personnel?	☐ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED)
a. Does the Area conduct an inspection of the facility twice	each year to detect safety	hazards?	☐Yes	□No
(1) Are the AT's work areas inspected?			□Yes	□No
b. Are there possible unsafe conditions within the AT's work	k areas?		☐ Yes	□No
(1) Is the shop floor clean and free of any spills?			Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐ Yes	□No
(3) Are fire extinguishers charged, inspected and of the	proper type?		Yes	□No
(4) Are any batteries leaking or stored improperly?			☐Yes	□No
(5) Are there loose items on the floor?			Yes	□No
(6) Is the bench grinder firmly affixed, and are there safe	ety glasses available?		☐Yes	□No
(a) Are they worn by the AT?			Yes	□No
(7) Is the battery charger in a safe place?			□Yes	□No
(8) Are masks available for AT's to wear when servicing	brakes?		☐ Yes	□No
(a) If yes, are they worn?			☐ Yes	□No
(9) Are jack stands properly utilized?			☐Yes	□No
c. What is the Area occupational safety record as it relates t (1) Have any injuries been prevented with an improved s)	Yes	□No
. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED	
a. Are fleet records logically filed?			☐Yes	□No
(1) Are they conveniently located and available to the AT	Γ and supervisor?		Yes	□No
(2) Do files contain all required documents?			☐Yes	□No
(a) If documents are not in files, where are they loca	ated?			
b. Do the Fleet Focus (FF) documents comply with the instru	uctions in HPM 31.1, Fleet	Operations Manual?	Yes	□No
(1) Are documents legible and complete?			Yes	□No
(2) Who reviews the FF reports?				
(3) How is the information used in Area's fleet administration	tion?			
c. Is the CHP 424 current?			☐ Yes	□No
(1) Does the CHP 424 reveal any unusual repair patterns	or duplicate services?		☐ Yes	□No

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(2) Have required services been done at the proper mileage?	?		☐ Yes	□No	
Is the Area using the most effective and economical method of	of repairing/maintaini	ng the fleet?	Yes	□No	
(1) Are hourly rates in line with prevailing rates?			☐ Yes	□No	
(2) Does the AT refer to manuals for invoice cost information	?		☐Yes	□No	
(3) Is work being done by vendors that should be done by the	e AT?		Yes	□No	
(4) Are there any warranty problems?		Yes	□No		
(a) If so, are they being resolved?			Yes	□No	
(5) Is the credit card being used in lieu of an invoice?		Yes	□No		
(6) Does the commander or his/her designee review and/or a	approve invoices?		Yes	□No	
(a) If so, is there a threshold limit, and how is the approve	al indicated on the in	voice?			
Do invoices indicate parts are being supplied by the CHP?			Yes	□No	
(1) If parts are on invoices, does the vendor give a discount?			Yes	□No	
Are fleet operations bulletins maintained and accessible to the		Yes	□No		
CONDITION OF THE FLEET	CORRECTED				
Using a CHP 33E, Vehicle Inspection Checklist, as a guide, as	re there any patterns	or problems identified?	Yes	□No	
(1) Have any unauthorized modifications been made on vehic	cles?		☐ Yes	□No	
MOTORCYCLES	N/A	ACTION REQUIRED	CORRECTE		
Is the Area commander involved and kept informed of motorcy	cle deployment, nee	eds, problems, etc.?	Yes	□No	
(1) Are the program objectives clearly understood by the community	mander and supervis	sors?	☐Yes	□No	
(2) Does the Area have an up-to-date SOP relating to motorc	ycle operations?		Yes	□No	
Are motorcycles being deployed in conformance with department	ental policy and Flee	et Operations Bulletins?	☐Yes	□No	
, , , , , , , , , , , , , , , , , , , ,	, ,	(1) Are motorcycles being used on beats with predominantly high speed problems?			
		\$?	Yes	☐ No	
	high speed problems	\$?	☐ Yes	□ No	
(1) Are motorcycles being used on beats with predominantly	high speed problems				
 Are motorcycles being used on beats with predominantly l Are motorcycles used for special duty officer transportation 	high speed problems n? s and extended days		Yes	□No	
 Are motorcycles being used on beats with predominantly h Are motorcycles used for special duty officer transportation Are motorcycles parked at the Area office during vacations 	high speed problems n? s and extended days ogether?		☐ Yes	□ No	
 Are motorcycles being used on beats with predominantly beautiful. Are motorcycles used for special duty officer transportation. Are motorcycles parked at the Area office during vacations. Are Fleet Operations Bulletins pertaining to motorcycles filed to 	high speed problems n? s and extended days ogether?		☐ Yes	□ No	
 Are motorcycles being used on beats with predominantly beautiful. Are motorcycles used for special duty officer transportation. Are motorcycles parked at the Area office during vacations. Are Fleet Operations Bulletins pertaining to motorcycles filed to 	high speed problems n? s and extended days ogether?		☐ Yes	□ No	
	(1) Are hourly rates in line with prevailing rates? (2) Does the AT refer to manuals for invoice cost information (3) Is work being done by vendors that should be done by the (4) Are there any warranty problems? (a) If so, are they being resolved? (5) Is the credit card being used in lieu of an invoice? (6) Does the commander or his/her designee review and/or at (a) If so, is there a threshold limit, and how is the approvation of the parts are on invoices, does the vendor give a discount? Are fleet operations bulletins maintained and accessible to the CONDITION OF THE FLEET Using a CHP 33E, Vehicle Inspection Checklist, as a guide, at (1) Have any unauthorized modifications been made on vehice MOTORCYCLES Is the Area commander involved and kept informed of motorcy (1) Are the program objectives clearly understood by the comic (2) Does the Area have an up-to-date SOP relating to motorcy	(2) Have required services been done at the proper mileage? Is the Area using the most effective and economical method of repairing/maintaini (1) Are hourly rates in line with prevailing rates? (2) Does the AT refer to manuals for invoice cost information? (3) Is work being done by vendors that should be done by the AT? (4) Are there any warranty problems? (a) If so, are they being resolved? (5) Is the credit card being used in lieu of an invoice? (6) Does the commander or his/her designee review and/or approve invoices? (a) If so, is there a threshold limit, and how is the approval indicated on the in Do invoices indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount? Are fleet operations bulletins maintained and accessible to the AT? CONDITION OF THE FLEET Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns (1) Have any unauthorized modifications been made on vehicles? MOTORCYCLES Is the Area commander involved and kept informed of motorcycle deployment, need to be a commander and supervise to be the Area have an up-to-date SOP relating to motorcycle operations?	(2) Have required services been done at the proper mileage? Is the Area using the most effective and economical method of repairing/maintaining the fleet? (1) Are hourly rates in line with prevailing rates? (2) Does the AT refer to manuals for invoice cost information? (3) Is work being done by vendors that should be done by the AT? (4) Are there any warranty problems? (a) If so, are they being resolved? (5) Is the credit card being used in lieu of an invoice? (6) Does the commander or his/her designee review and/or approve invoices? (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Do invoices indicate parts are being supplied by the CHP? (1) If parts are on invoices, does the vendor give a discount? Are fleet operations bulletins maintained and accessible to the AT? CONDITION OF THE FLEET BYALUATED N/A ACTION REQUIRED N/A Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (1) Are the program objectives clearly understood by the commander and supervisors?	(2) Have required services been done at the proper mileage? (3) Is the Area using the most effective and economical method of repairing/maintaining the fleet? (4) Are hourly rates in line with prevailing rates? (5) Does the AT refer to manuals for invoice cost information? (6) Is work being done by vendors that should be done by the AT? (7) Yes (8) If so, are they being resolved? (9) Does the commander or his/her designee review and/or approve invoices? (9) If so, is there a threshold limit, and how is the approval indicated on the invoice? (9) If parts are on invoices, does the vendor give a discount? (9) If parts are on invoices, does the vendor give a discount? CONDITION OF THE FLEET Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? MOTORCYCLES Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? Yes (2) Does the Area have an up-to-date SOP relating to motorcycle operations? Yes	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

OH 4001	(Nev. 0-00) Of 1 000		
(1)	Is there a Defensive Rider Program?	Yes	□No
(2)	Is there a sufficient number of CMTOs?	☐Yes	□No
(3)	What is the Area's safety record?		
	ý.		
	(a) How does it compare with Division and statewide rates?		
(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	☐ No
	(a) Are mandatory exercises being conducted?	☐Yes	□No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e. Are	emergency radio repairs made at the office or at the radio shop?		
(1)	Are the arrangements satisfactory?	☐ Yes	□No
(2)	Is the repair person proficient?	☐Yes	☐ No
(3)	Is service available on weekends?	☐Yes	□ No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	☐ No
(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
(6)	Are any repairs being done by riders?	☐ Yes	□No
(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	□ No
	(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g. Is th	nere adequate space to park and/or store motorcycles?	☐Yes	☐ No
(1)	Is safety compromised?	☐Yes	□ No
(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	□No
(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☐ No
(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	□No
	(a) Has it been inspected and approved?	☐ Yes	□No
	(b) Are records of the approval on file?	☐ Yes	☐ No
	the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	☐Yes	□No
(1)	Do equipment and accessory times comply with departmental regulations?	☐Yes	□No
(2)	Is there ample supply available?	☐ Yes	□No
(3)	Are spare tires available?	Yes	□No
(4)	ls a battery charger available?	Yes	□No

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-	(5) Is there security and an accurate inventory kept?	☐ Yes	□No
i.	What arrangements have been made for servicing and repairing motorcycles?		
8			
	(1) Is it satisfactory and cost effective?	☐ Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3) How is repair work verified?	×	
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
	(a) Is a supervisor's permission required?	☐Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		
	(6) Does the Area have a motorcycle trailer?	☐ Yes	□No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐Yes	□ No
j.	Are vehicle files logically kept and up-to-date?	☐Yes	□No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3) Is service up-do-date?	Yes Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☐Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	☐Yes	□No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	ne Yes	□No
The o	nly "E" class vehicle assigned to the area is a Ford, Electric Think Car, which does not require any scheduled so	ervice. All f	leet

management duties for the "E" class vehicles the area uses are completed by the El Centro and Winterhaven Areas.

COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command: San Onofre I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
J. P. Marinez, #10302	2	09/09/2009

Page 1 of 2				
INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, cor	Inspection docume	on number. Under "Forw ent shall be utilized to doc	ard to:" enter the ne: ument innovative pr	ill in the blanks as indicated. Enter the chapter xt level of command where the document actices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION Division Level Command L Executive Office Level	_evel	Total hours expender inspection:	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes	Forwa		1040 to 100 to 1	
Chapter Inspection:				
Inspector's Comments Regar N/A	ding Ir	nnovative Practices		
Command Suggestions for St N/A	atewic	le Improvement:		
Inspector's Findings:				
N/A				
Commander's Response: 🛛	Concu	r or 🗌 Do Not Con	cur (Do Not Cond	cur shall document basis for response)
N/A				
Inspector's Comments: Shall a etc.)	ıddress	non concurrence by c	ommander (e.g., f	indings revised, findings unchanged,

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: San Onofre I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
J. P. Marinez, #10302		09/09/2009

ALDER DENVEY ASSESSED OF STREET	MATERIAL VICTORIAL			W 2 / 1 / 1
Required Action		SEALTH!		
	Variations in	25 11		
Corrective Action Plan/Timeline				

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	9/69/89
J. P. Marinez	INSPECTOR'S SIGNATURE	DATE 09/09/09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
San Onofre I. F.	Border	651
EVALUATED BY		DATE
J. P. Marinez, #103	D2 APM	09/09/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation		SUSPENSE DATE			
FOLLOW-UP REQUIRED Yes VNo	☐ Correction Report	COMMANDER'S REVIEW	COMMANDER'S REVIEW		
1. AREA ADMINISTRATION		EVALUATED	ACTION REQUIRED	CORRECTED N/A)
		09/09/2009	None	✓ Yes	□No
a. Is there a clear line of supp	ervision and accountability for the	Area's fleet manageme	nt?		
(1) Is the Area commands	er involved and informed?			✓ Yes	□No
(a) Does he/she mon	itor invoices?			Yes	☑ No
(2) Who is authorized to a	approve invoices? Invoices are	approved and processed	by the Oceanside Area.		
b. What is the background ex	perience of the Automotive Tech	nician (AT)? N/A, San	Onofre I.F. does not have	e an automotiv	ve technician
assigned to the facility.					
(1) Are sufficient instruction	ons and training provided?		N/A	☐ Yes	□No
(2) Is he/she a qualified m	echanic at journey person level?			☐Yes	□No
(3) Does he/she attend tra	aining on new model vehicles?			☐ Yes	□No
(4) Does the AT have goo	d rapport with Area personnel an	d vendors?		☐ Yes	□No
(5) Does the AT ensure ve	ehicles are available at shift chan	ge?		☐ Yes	□No
(6) Does the AT periodica	lly attend staff meetings?			☐ Yes	□No
(7) Does the AT have idea	s/suggestions for improving the p	program?		☐ Yes	□No
c. How much maintenance we	ork is being done by the AT?				
)		
(1) Is he/she qualified to p	erform maintenance and minor re	epairs?		☐ Yes	□No
(a) If these duties are	not being performed, why not?				
d. What other duties or respon	nsibilities are placed on the AT?)		
2. VEHICLE USE		09/09/2009	None	N/A	J
a. How many "E" Class vehicle	es are assigned to the Area? (1)) One commander's veh	icle.		134

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	(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□No
	(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?	N/A	
2			
b	b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each si	hift?	□No
	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available?	☐ Yes	☑ No
С	c. What is the justification for any vehicle kept at employees homes after duty hours? After hours emerger	ncy response as est	ablished by
	HPM 31.1.		
d.	d. Who does the commander allow to ride in vehicles? CHP employees, the public as determined by GO 1	00.42.	
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
3. S	SERVICE ARRANGEMENTS EVALUATED ACTION REQUIRED None	CORRECTED N/A)
а.	. What vendors are being used for servicing or repairing vehicles? Since the Oceanside Area performs al	l repairs and maint	tenance of the
	commanders vehicle, this section will be deferred to the audit conducted for the Oceanside Area.		
	(1) Are they authorized dealers?	☐ Yes	☐ No
	(2) What process was used in selecting a service vendor?		
	(3) What are the hourly rates being charged?		
	(a) Are discounts given on parts?	\ ☐ Yes	□No
	(4) Has the command shopped for the most cost effective vendors?	Yes	□No
	(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	Yes	□No
	(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases	? Yes	□ No
b.	If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	□No
	(1) What percentage of the fleet is needed on weekends?		
	(2) Are there shortages of vehicles on Mondays?	☐ Yes	□No
	(3) If more than one AT, are their hours/days scheduled most effectively?	☐ Yes	□No
	(a) Is overtime needed for maximum enforcement periods?	☐ Yes	□No
C.	Are provisions adequate to ensure regular washing of vehicles?	☐ Yes	□No
	(1) How are interiors cleaned?		

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and eco	nomical?		✓ Yes	□No
(a) Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
(3) Is there more than one car wash facility available?			✓ Yes	□No
(4) Are vehicles being excessively washed or detailed?			☐ Yes	✓ No
(5) Does the Area have a maintenance worker or janitor wash	cars?		☐ Yes	☑ No
(6) Is there any other program that can be of assistance in war	shing cars?		☐ Yes	✓ No
d. How do officers report defective equipment? Defects are repo	orted to the on-duty super	visor and logged into the	e CHP 33 1	oook.
			n n	
(1) Who is authorized to declare a vehicle unsafe for patrol?	With the concurrence of	the supervisor a vehicle	will be pla	iced out of
service and arrangements made with the Oceanside Area a	utomotive technician for	assessment and repair.		
(a) Who determines when a vehicle is safe after repair or	checking of defects? Oce	anside Area automotive	technician	
(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□ No
(c) Is this system effective?			✓ Yes	□No
(d) How long are records kept? Oceanside Area retains the	nese files.			
(e) Is there a system in place to check vehicles for defects	after high speed pursuits	?	✓ Yes	□No
4. MILEAGE MANAGEMENT	09/09/2009	ACTION REQUIRED None	CORRECTED N/A	
a. Does Area have a system to ensure equitable mileage accumula	ation on all vehicles?	NA	Yes	□No
(1) Are vehicles run out in the same order they are received?		Ċ	☐ Yes	□No
(2) Is there an appropriate spread of odometer readings so that	vehicles are run out at re	gular intervals?	Yes	□No
(a) If not, can adjustments be made to accomplish this?			☐ Yes	□No
b. How are adjustments to mileage accomplished?				
(1) Do field supervisors and officers understand their responsible	ility in vehicle assignment	s? /	Yes	□No
(2) Does the AT understand what is required?		/	☐ Yes	□No
(3) Does the Area have a "personalized vehicle assignment" pro	ogram?		☐ Yes	□No
(a) If so, how does it effect mileage averaging?				
	`			
c. How does the Area project run outs?				
(1) Is FOS provided 30-45 days advance notice?			Yes	□No
		** *		

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS?				
:				
(3) Are the right equipment options completed?		· · · · · · · · · · · · · · · · · · ·	☐ Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	09/09/2009	None	N/A	
a. Is there adequate space and comfort in the AT office?		N/A	☐ Yes	□No
(1) Is the office arranged neatly, and are all bulletins and man	uals current?		☐ Yes	□No
(2) Does the AT maintain a service and flat rate manual?			☐ Yes	□No
b. Is the space for working on vehicles adequate?			☐ Yes	□No
(1) Is it clean and organized?			Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet	Operations Manual, Chap	ter 6?	☐ Yes	□No
(1) Is there an inventory?			☐ Yes	□No
(a) When was it last checked?			☐ Yes	□No
(2) Are the tools located where they can be easily accessed by	y the AT when working on	vehicles?	☐ Yes	□No
(a) Are they clean and properly maintained?			☐ Yes	□No
(b) Is there security for the tools when the AT is not prese	nt?		☐ Yes	□No
(c) Who has access to the tools?			☐ Yes	□No
d. Does the AT have the equipment necessary to perform all requ	ired tasks?	/	☐ Yes	□No
(1) If not, has it been budgeted for and/or ordered?	/	/	☐ Yes	□No
e. Is the equipment neat, clean and in good repair?			Yes	□No
(1) Have replacements been planned and budgeted for?	/		☐ Yes	□No
f. Are there additional tools or items of equipment needed?			Yes	□No
(1) Could the AT be more effective if they were available?			☐ Yes	□No
(2) Can they and/or have they been requisitioned or requested			☐ Yes	□No
S. TIRES, PARTS AND SUPPLIES	09/09/2009	ACTION REQUIRED None	CORRECTED N/A	
a. Is the space provided for parts and supplies adequate?	NI		Yes	□No
(1) If not, can more space be provided?	7		☐ Yes	□No
(2) Is the space neatly and logically organized?			Yes	□Nó
(3) Is there adequate security?			☐ Yes	□No
(4) Who has access to the parts/supplies?		2		
(5) Are batteries stored in a dry location, off the cement floor?			Yes	□No
b. Are automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as req	ired?	☐ Yes	□No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	☐ Yes ☐ No
b. Is the fuel island clean and neat?	☐ Yes ☐ No
(1) Does it need repair or painting?	☐ Yes ☐ No
(2) Are fuel, water and air hoses in good repair?	☐ Yes ☐ No
(3) Is the break-away coupler installed?	Yes No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes ☐ No
(5) Is there a clean oil storage rack?	☐ Yes ☐ No
(6) Is the lighting adequate?	Yes No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged	Yes No
(8) Have problems been reported to Facilities Section?	☐ Yes ☐ No
c. Is there an adequate amount of supplies available to officers?	☐ Yes ☐ No
d. Who fuels the vehicles?	
(1) Are fluids and tires checked during fueling?	☐ Yes ☐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes ☐ No
(1) Are pump meters and the storage tank properly safeguarded?	Yes No
(2) Who has access to the keys to lock the meters and the storage tank?	
(3) Is gasoline measured before and after deliveries?	☐ Yes ☐ No
f. What method is used to log fuel and oil used in individual vehicles?	
(1) Are records maintained as required?	☐ Yes ☐ No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes ☐ No
(1) When was the pump meter last checked for accuracy?	
h. Is there a contract for fuel?	☐ Yes ☐ No
(1) How often is the fuel supply replenished?	
(2) At what level is it refilled?	
i. How does the Area secure the fuel pumps when they are not in use?	
(1) Is the system adequate?	☐ Yes ☐ No
(2) Is it utilized by all personnel?	☐ Yes ☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

8. SAFETY	6VALUATED 09/09/2009	None	CORRECTED N/A)
a. Does the Area conduct an inspection of the facility twice ea	ach year to detect safety	hazards?	✓ Yes	□No
(1) Are the AT's work areas inspected?		NIA	☐ Yes	□No
b. Are there possible unsafe conditions within the AT's work a	reas?	, , , , , , , , , , , , , , , , , , ,	☐Yes	□No
(1) Is the shop floor clean and free of any spills?			☐ Yes	□No
(2) Are electrical cords or hoses posing a hazard?		/	Yes	□No
(3) Are fire extinguishers charged, inspected and of the pro-	oper type?		☐ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	□No
(5) Are there loose items on the floor?			☐ Yes	□No
(6) Is the bench grinder firmly affixed, and are there safety	glasses available?		☐ Yes	□No
(a) Are they worn by the AT?			☐Yes	□No
(7) Is the battery charger in a safe place?		Ì	☐ Yes	□No
(8) Are masks available for AT's to wear when servicing broad	akes?		☐ Yes	□No
(a) If yes, are they worn?			☐ Yes	□No
(9) Are jack stands properly utilized?		1	☐ Yes	□No
c. What is the Area occupational safety record as it relates to f	leet management? No	injuries recorded.		
(1) Have any injuries been prevented with an improved safe			☐ Yes	□No
9. VEHICLE RECORDS AND MAINTENANCE	09/09/2009	None	CORRECTED N/A	,
a. Are fleet records logically filed?	N	[/]	☐ Yes	□No
(1) Are they conveniently located and available to the AT at	nd supervisor?	,	☐ Yes	□No
(2) Do files contain all required documents?			☐ Yes	□No
(a) If documents are not in files, where are they located	d? /			
b. Do the Fleet Focus (FF) documents comply with the instruction	ions in HPM 31.1, Fleet	Operations Manual?	☐ Yes	□No
(1) Are documents legible and complete?			☐ Yes	□No
(2) Who reviews the FF reports?				
(3) How is the information used in Area's fleet administration	n?			
c. Is the CHP 424 current?			Yes	□ No
(1) Does the CHP 424 reveal any unusual repair patterns or	duplicate services?	I	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Have required services been done at the proper mileage	?	N/A	☐ Yes	□No
d. Is the Area using the most effective and economical method	of repairing/maintaining th		Yes	□No
(1) Are hourly rates in line with prevailing rates?		1	☐ Yes	□No
(2) Does the AT refer to manuals for invoice cost information	1?		☐ Yes	□No
(3) Is work being done by vendors that should be done by the	e AT?		☐ Yes	□No
(4) Are there any warranty problems?			☐ Yes	□No
(a) If so, are they being resolved?			☐ Yes	☐ No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	□ No
(6) Does the commander or his/her designee review and/or a	approve invoices?		☐ Yes	□ No
(a) If so, is there a threshold limit, and how is the approva	al indicated on the invoice	?		
		1		
e. Do invoices indicate parts are being supplied by the CHP?			☐ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?			☐ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the	AT?		☐ Yes	□No
10. CONDITION OF THE FLEET	09/09/2009	ACTION REQUIRED	CORRECTED	
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	Les Caracan Caracan	None None Delems identified?	N/A Yes	
(1) Have any unauthorized modifications been made on vehicle			Yes	☑ No
11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	
Is the Area commander involved and kept informed of motorcycles.	09/09/2009	None	N/A	
(1) Are the program objectives clearly understood by the comm		oblems, etc.? N/A-	Yes	□ No
(2) Does the Area have an up-to-date SOP relating to motorcy			∐ Yes	□ No
b. Are motorcycles being deployed in conformance with department		antinua Dullatia 20	Yes	□ No
(1) Are motorcycles being used on beats with predominantly hi		adions Bulletins?	Yes	□ No
(2) Are motorcycles used for special duty officer transportation			Yes	□ No
(3) Are motorcycles parked at the Area office during vacations			Yes	□ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed tog			Yes	□ No
(1) What system is in place to verify understanding and complia			Yes	□ No
(1) This option is in place to verify understanding and compile	ance / 			
(2) Are Bulletins discussed with riders?				
d. What type of active safety program does the Area have?			☐ Yes	□ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(1) Is there a Defensive Rider Program?	Yes No
(2) Is there a sufficient number of CMTOs?	☐ Yes ☐ No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes ☐ No
(a) Are mandatory exercises being conducted?	☐ Yes ☐ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes ☐ No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	☐ Yes ☐ No
(2) Is the repair person proficient?	☐ Yes ☐ No
(3) Is service available on weekends?	☐ Yes ☐ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes ☐ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes ☐ No
(6) Are any repairs being done by riders?	☐ Yes ☐ No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes ☐ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes ☐ No
g. Is there adequate space to park and/or store motorcycles?	☐ Yes ☐ No
(1) Is safety compromised?	☐ Yes ☐ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes ☐ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes ☐ No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes ☐ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes ☐ No
(a) Has it been inspected and approved?	☐ Yes ☐ No
(b) Are records of the approval on file?	☐ Yes ☐ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes ☐ No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes ☐ No
(2) Is there ample supply available?	☐ Yes ☐ No
(3) Are spare tires available?	☐ Yes ☐ No
(4) Is a battery charger available?	Yes No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

	17 4001	(New 6-00) OF 1 009			
	(5)	Is there security and an accurate inventory kept?	N/A	☐ Yes	□No
	i. Wh	at arrangements have been made for servicing and repairing motorcycles?			
	(1)	Is it satisfactory and cost effective?		☐ Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?		☐ Yes	□No
	(3)	How is repair work verified?			
			\		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs	?	☐ Yes	□No
		(a) Is a supervisor's permission required?		☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?		☐ Yes	□ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?			
	(6)	Does the Area have a motorcycle trailer?		☐ Yes	☐ No
		(a) How often is it used?	/		
		(b) If one is not available, has Area budgeted for one?		☐ Yes	□No
j.	Are v	ehicle files logically kept and up-to-date?		☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive mainter ance	charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?		☐ Yes	□No
	(3)	s service up-do-date?		☐ Yes	□No
k.	Are o Mont	daily inspections being done by the rider and monthly inspection by the supervisor, and the supervisor, and the supervisor is the supervisor of the supervis	he CHP 184,	Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?		☐ Yes	□ No
	(2) A	Are the forms filed for the life of the motorcycle?		Yes	□No
I.	Utilizir Area r	ng the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Managemen motorcycles appear to meet all standards as far as cleanliness, condition, maintenance,	t, as guides, do the supplies, etc.?	Yes	□No

The San Onofre Inspection Facility (I. F.) has one vehicle (the Commander's vehicle) assigned to the facility. This vehicle is serviced and maintained by the Oceanside Area automotive technician. Additionally, the San Onofre I. F. is normally provided with three loaner black/ white patrol vehicles from the Oceanside Area. However, routine maintenance, inspections, and approval of invoices are completed by the Oceanside Area command. The San Onofre I. F. does not receive invoices for repairs or services for the commander's vehicle since Oceanside Area initiates services and repairs thru their vendors.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Winterhaven	Border	Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date: 09/25/2009

Page 1 of 3

	Inspection docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the nex cument innovative pra		
TYPE OF INSPECTION		Total hours expende	d on the	☐ Corrective Action Plan Included	
☐ Division Level ☐ Command L	.evel	inspection: 4 hours			
☐ Executive Office Level				Attachments Included	
Follow-up Required:	Forwa	rd to: Border Div.			
☐ Yes ⊠ No	Due D	ate: 10/15/2009			
ONE OF THE PROPERTY.	W.S.				
Chapter Inspection:	termin "				
Inspector's Comments Regar	ding Ir	nnovative Practices	3:		
The Area assigns patrol cars to officers. The "Car Commander" is responsible for completing a CHP 33E, Vehicle Inspection Checklist, monthly. This not only ensures a monthly check of the vehicle, but also provides accountability for care and cleanliness of the vehicle.					
Command Suggestions for S	tatewic	de Improvement:			
Inspector's Findings:					
actively involved with the programme how well the AT and Fleet Sup	a mec lso we ram ar erviso	hanic is obvious. I Il organized. The I nd keeps the Comr r worked together.	His work space Fleet Superviso nander informed	is clean and organized. His r works closely with the AT. He is d. Overall, I was impressed with	
Commander's Response:	Concu	ır or 🗌 Do Not Cor	cur (Do Not Conc	cur shall document basis for response)	

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 3

Command: Winterhaven	Division: Border	Chapter: Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date: 09/25/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Winterhaven	Border	Ch. 6; HPG 22.1
Inspected by: Sgt. Ted Morris		Date: 09/25/2009

	The state of the s
Required Action	
Corrective Action Plan/Timeline	

Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE //0 - 5 - 09
(See HPM 9.1, Chapter 8 for appeal procedures.)	JASPECTØR'S SIGNATURE	DATE
		10/05/03
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee □ Concur □ Do not concur		

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Winterhaven	Border	620
EVALUATED BY		DATE
Sgt. Ted Morris, 11734		09/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE			
Formal Evaluation FOLLOW-UP REQUIRED FOLLOW-UP REQUIRED				
☐ Correction Report	COMMANDER'S REVI	EW	DATE	
☐ Yes	00	2-	10-5	-05
1. AREA ADMINISTRATION	Yes	ACTION REQUIRED No	CORRECTED)
a. Is there a clear line of supervision and accountability for the Are	ea's fleet managen	nent?	✓ Yes	□No
(1) Is the Area commander involved and informed?			✓ Yes	□No
(a) Does he/she monitor invoices?			✓ Yes	□No
(2) Who is authorized to approve invoices? The Fleet Superv	visor, Sgt. S. Henr	y, for routine invoices.		
b. What is the background experience of the Automotive Technicia	an (AT)? AT Ma	rk Bruso is a certified Ford r	mechanic.	
(1) Are sufficient instructions and training provided?			✓ Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□No
(4) Does the AT have good rapport with Area personnel and ve	endors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift change?			✓ Yes	□No
(6) Does the AT periodically attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas/suggestions for improving the prog	ıram?		☐Yes	☑ No
c. How much maintenance work is being done by the AT? The AT	Γ does all work po	essible (oil changes, tires, tra	ns. service, b	elts/hoses)
with the exception of warranty work.				
(1) Is he/she qualified to perform maintenance and minor repai	rs?		✓ Yes	□No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT? As	ssistance to the Ma	aintenance Worker		
2. VEHICLE USE	Yes	ACTION REQUIRED	CORRECTED)
a. How many "E" Class vehicles are assigned to the Area? 11 (Inc.		50002	vinder Scale r	oersonnel)
•		3 		

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1.0 ¥. 0-00) Of 1 000				
(1)) Is there an unmarked patrol vehicle assigned for the com	mander?		✓ Yes	□No
(2)) If the number of vehicles assigned is in excess of the form	nula, what justificatio	on has been made?		
Ar	re there procedures in place to ensure there are sufficient ve	ehicles available at th	ne beginning of each shift?	✓ Yes	□No
(1)	Are officers allowed to perform minor corrections in order	to keep the vehicles	on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment availa	ble?		✓ Yes	□No
W	hat is the justification for any vehicle kept at employees hon	nes after duty hours?	>		
W	ho does the commander allow to ride in vehicles? Applica	nts, allied agencies, j	justice system, and media -	with justifica	tion.
(1)	Do supervisors use the CHP 428, Release and Waiver of	Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time	e?		✓ Yes	□No
RV	ICE ARRANGEMENTS	Yes	ACTION REQUIRED No	CORRECTED)
W	hat vendors are being used for servicing or repairing vehicle	es? Alexander Ford	d in Yuma, AZ and Fisher D	odge in Yum	a, AZ.
(1)	Are they authorized dealers?			✓ Yes	□No
(2)	What process was used in selecting a service vendor?	Closest dealerships a	and established working rela	tionships.	
- 1					
(3)	What are the hourly rates being charged? Approx. \$90/h	our.			
	(a) Are discounts given on parts?			✓ Yes	□No
(4)	Has the command shopped for the most cost effective ver	ndors?		✓ Yes	□No
(5)		oblems in order to m	aintain good	_	_
(0)					☑ No
					□ No
			aintenance?	☐ Yes	□ No
· /		% 			
					☑ No
(3)				☐ Yes	□No
	(a) Is overtime needed for maximum enforcement period	s?		☐ Yes	□No
					☐ No
Are	e provisions adequate to ensure regular washing of vehicles	?		✓ Yes	
Are (1)	e provisions adequate to ensure regular washing of vehicles How are interiors cleaned? Contract with local car wash		racuum.	✓ Yes	
	(1) (2) (3) (4) (5) (6) (1) (2) (2)	Are there procedures in place to ensure there are sufficient verification for any vehicle kept at employees home. What is the justification for any vehicle kept at employees home. Who does the commander allow to ride in vehicles? Application for any vehicle kept at employees home. Who does the commander allow to ride in vehicles? Application for any vehicle kept at employees home. Who does the commander allow to ride in vehicles? Application for any vehicle kept at employees home. Who does the commander allow to ride in vehicles? Application for any vehicle for the appropriate period of time. RIVICE ARRANGEMENTS What vendors are being used for servicing or repairing vehicles. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? (3) What are the hourly rates being charged? Approx. \$90/h (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective verificationships? (5) Does the Area constantly change vendors, or work out prolong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Man If vehicle availability has been a problem, has Area experiment. (1) What percentage of the fleet is needed on weekends? 75. (2) Are there shortages of vehicles on Mondays?	(1) Is there an unmarked patrol vehicle assigned for the commander? (2) If the number of vehicles assigned is in excess of the formula, what justification of the number of vehicles assigned is in excess of the formula, what justification of the number of vehicles assigned is in excess of the formula, what justification of the number of vehicles assigned is in excess of the formula, what justification of the vehicles as a supply of tools and minor equipment available? What is the justification for any vehicle kept at employees homes after duty hours? Who does the commander allow to ride in vehicles? Applicants, allied agencies, and is the CHP 428 kept for the appropriate period of time? EVALUATED Yes What vendors are being used for servicing or repairing vehicles? Alexander Force (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? Closest dealerships as a comparable of the command shopped for the most cost effective vendors? (3) What are the hourly rates being charged? Approx. \$90/hour. (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to mond long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, we lif vehicle availability has been a problem, has Area experimented with weekend must be the process of the fleet is needed on weekends? 75% (2) Are there shortages of vehicles on Mondays?	(1) Is there an unmarked patrol vehicle assigned for the commander? (2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? (1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? (a) Is there a supply of tools and minor equipment available? What is the justification for any vehicle kept at employees homes after duty hours? Who does the commander allow to ride in vehicles? Applicants, allied agencies, justice system, and media (1) Do supervisors use the CHP 428, Release and Waiver of Liability? (a) Is the CHP 428 kept for the appropriate period of time? REVILIANTED Yes No ACTION REQUIRED No What vendors are being used for servicing or repairing vehicles? Alexander Ford in Yuma, AZ and Fisher D (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? Closest dealerships and established working relationships are the hourly rates being charged? Approx. \$90/hour. (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? 75% (2) Are there shortages of vehicles on Mondays?	(1) Is there an unmarked patrol vehicle assigned for the commander? (2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? Yes (1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? Yes (3) Is there a supply of tools and minor equipment available? What is the justification for any vehicle kept at employees homes after duty hours? Who does the commander allow to ride in vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicle kept at employees homes after duty hours? Who does the commander allow to ride in vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicle kept at employees homes after duty hours? Who does the commander allow to ride in vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and media - with justification for any vehicles? Applicants, allied agencies, justice system, and any call and the food of the post of time? [Yes] What are the hourly rates being charged? Approx. \$90/hour. [Action Required Action Required [Yes] What are the hourly rates being charg

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	(2) Is the Area's vehicle washing procedure practical and economical?		✓ Yes	□No
	(a) Is excessive officer time used to wash vehicles?		☐Yes	✓ No
	(3) Is there more than one car wash facility available?		✓ Yes	□No
	(4) Are vehicles being excessively washed or detailed?		☐Yes	☑ No
	(5) Does the Area have a maintenance worker or janitor wash cars?		✓ Yes	□No
	(6) Is there any other program that can be of assistance in washing cars?	=	☐Yes	✓ No
d	d. How do officers report defective equipment? "B. O." Sheets are available for writing to	ıp defective equipment.		
	(1) Who is authorized to declare a vehicle unsafe for patrol? Officer, Supervisor, AT			
	(a) Who determines when a vehicle is safe after repair or checking of defects? AT			
	(b) Does he/she sign off the report form and indicate what has been done?		✓ Yes	□No
	(c) Is this system effective?		✓ Yes	□No
	(d) How long are records kept? 1 year plus.			
	(e) Is there a system in place to check vehicles for defects after high speed pursuit	s?	✓ Yes	□No
4. N	MILEAGE MANAGEMENT Yes	No ACTION REQUIRED	CORRECTED	
a.	a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?		✓ Yes	□No
	(1) Are vehicles run out in the same order they are received?		✓ Yes	□No
	(2) Is there an appropriate spread of odometer readings so that vehicles are run out at	regular intervals?	✓ Yes	□No
	(a) If not, can adjustments be made to accomplish this?			□No
b.	b. How are adjustments to mileage accomplished? Key board and briefing with designat	ion of priority for vehic	les needing	mileage.
	(1) Do field supervisors and officers understand their responsibility in vehicle assignme	nts?	✓ Yes	□No
	(2) Does the AT understand what is required?		✓ Yes	□No
	(3) Does the Area have a "personalized vehicle assignment" program?		✓ Yes	□No
	(a) If so, how does it effect mileage averaging? Vehicle mileages are monitored	and vehicles needing m	ileage brief	ed and
	identified on the key board.			
c.	c. How does the Area project run outs? The AT maintains a monitor board to track vehic	le status. Projected rur	outs are id	entified to
	FOS 40-45 days in advance.			
	(1) Is FOS provided 30-45 days advance notice?		✓ Yes	□ No

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(2) What has been the condition of vehicles returned to Fo	OS? Vehicles are retur	ned operationally ready.					
(3) Are the right equipment options completed?	✓ Yes	□No					
5. AUTOMOTIVE WORK AREA/EQUIPMENT	Yes EVALUATED	ACTION REQUIRED No	CORRECTE	D			
a. Is there adequate space and comfort in the AT office?	(4)		✓ Yes	□No			
(1) Is the office arranged neatly, and are all bulletins and r	manuals current?		✓ Yes	□No			
(2) Does the AT maintain a service and flat rate manual?			☐ Yes	☑ No			
b. Is the space for working on vehicles adequate?			✓ Yes	□No			
(1) Is it clean and organized?			✓ Yes	□No			
c. Does the AT have the supply of tools listed in HPM 31.1, FI	c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?						
(1) Is there an inventory?			✓ Yes	□No			
(a) When was it last checked?			✓ Yes	□No			
(2) Are the tools located where they can be easily accessed	ed by the AT when work	ing on vehicles?	✓ Yes	□No			
(a) Are they clean and properly maintained?			✓ Yes	□No			
(b) Is there security for the tools when the AT is not pro-	resent?		✓ Yes	□No			
(c) Who has access to the tools?			✓ Yes	□No			
d. Does the AT have the equipment necessary to perform all r	required tasks?		☑ Yes	□No			
(1) If not, has it been budgeted for and/or ordered?			☐Yes	□No			
e. Is the equipment neat, clean and in good repair?			✓ Yes	□No			
(1) Have replacements been planned and budgeted for?			☐Yes	✓ No			
f. Are there additional tools or items of equipment needed?			✓ Yes	□No			
(1) Could the AT be more effective if they were available?			✓ Yes	□No			
(2) Can they and/or have they been requisitioned or reque	ested?		✓ Yes	□No			
6. TIRES, PARTS AND SUPPLIES	Yes	No REQUIRED	CORRECTED) ii			
a. Is the space provided for parts and supplies adequate?	1	1	✓ Yes	□No			
(1) If not, can more space be provided?			☐Yes	□No			
(2) Is the space neatly and logically organized?			✓ Yes	□No			
(3) Is there adequate security?			✓ Yes	□No			
(4) Who has access to the parts/supplies? AT, Maintena	ance Worker, Superviso	rs					
(5) Are batteries stored in a dry location, off the cement flo	oor?		☐Yes	□No			
b. Are automotive parts and supplies inventoried and maintain	ned in Fleet Focus (FF)	as required?	✓ Yes	□No			

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С	c. Are reasonable numbers of parts/supplies stocked?			✓ Yes	☐ No
	(1) Are there obsolete parts on hand?			✓ Yes	☐ No
d	d. Does Area stock parts/supplies purchased by the Departme	nt, and provide them to th	e vendor for installation?	✓ Yes	□No
е	e. Are adequate records maintained for tires, and are all tires a	accounted for?		✓ Yes	☐ No
	(1) Are tire requests properly documented and ordered thro Business Services Section?	ough the Purchasing Servi	ces Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
	(a) Are records reviewed by management?			✓ Yes	□ No
	(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	☐ No
	(a) How are tires stored? Locked in compressor roo	om.			
	(4) Is access to the tires restricted to the AT and his/her ass	sistant or backup?		☐ Yes	✓ No
	(5) Does Area provide motorcycle vendors with a stock of ti	res?		☐Yes	☐ No
	(6) Does it appear tires are being replaced prematurely?			☐Yes	☑ No
	(7) Are adequate records maintained for used tires?			✓ Yes	□No
	(a) Is the disposition of used tires within policy?			✓ Yes	☐ No
f.	How are old tires/batteries disposed of? Contracted with F	Filter Recycling Services,	Contract #8C074003		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Roto	rs (CHP 265) sent to pros	pective bidders?	☐Yes	☑ No
	(2) Are either tires or batteries being traded to offset installa	ition costs?		✓ Yes	□No
	(3) Are the provisions of any tire or battery disposal contract	t being met?		✓ Yes	□No
g.	. Are Material Safety Data Sheets (MSDS) posted as required	?		✓ Yes	□No
	(1) Are all containers (other that the original) containing haz	ardous materials properly	marked?	☐ Yes	□No
h.	. Has the quarterly count of parts, tires, accessories and suppl	lies been conducted?		✓ Yes	□No
	(1) Who conducted the count? The AT and Fleet Supervisor	or conduct an independen	at audit, review, and recor	nciliation.	
FU	UEL DISPENSING FACILITY	Yes	No REQUIRED	CORRECTED)
_	Normally, is all fuel used by departmental personnel dispense command location?			✓ Yes	□No
a.					

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	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
	b. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	□Yes	✓ No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c	s. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
C	I. Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e	e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? AT, Maintenance Worker, Supervi	sors	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Card reader and Veeder Root for fuel, log	for oil.	
	(1) Are records maintained as required?	✓ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g	. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? New dispenser installed / tested June 2009.		
h.	. Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Approximately every 6 weeks.		
	(2) At what level is it refilled? 2,000 gallons of a 12,000 gallon tank		
i.	How does the Area secure the fuel pumps when they are not in use? Card reader restricts access to card holders		
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	☐ No

FLEET MANAGEMENT

8. SA	AFETY	Yes	No REQUIRED	CORRECTE)		
а.	a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? (1) Are the AT's work areas inspected?						
	(1) Are the AT's work areas inspected?	✓ Yes	□No				
b.	Are there possible unsafe conditions within the AT's work areas?	Yes	☑ No				
	(1) Is the shop floor clean and free of any spills?			✓ Yes	□No		
	(2) Are electrical cords or hoses posing a hazard?			✓ Yes	□No		
	(3) Are fire extinguishers charged, inspected and of the proper ty	ype?		✓ Yes	□No		
	(4) Are any batteries leaking or stored improperly?			Yes	✓ No		
	(5) Are there loose items on the floor?			☐Yes	☑ No		
	(6) Is the bench grinder firmly affixed, and are there safety glass	es available?		✓ Yes	□No		
	(a) Are they worn by the AT?			✓ Yes	□No		
	(7) Is the battery charger in a safe place?			✓ Yes	□No		
	(8) Are masks available for AT's to wear when servicing brakes?			✓ Yes	□No		
	(a) If yes, are they worn?			☐ Yes	☑ No		
	(9) Are jack stands properly utilized?			✓ Yes	□No		
С.	What is the Area occupational safety record as it relates to fleet m	nanagement? Excellen	t.				
	(1) Have any injuries been prevented with an improved safety aw	vareness program?		✓ Yes	□No		
9. VE	HICLE RECORDS AND MAINTENANCE	Yes	ACTION REQUIRED No	CORRECTED			
a.	Are fleet records logically filed?			✓ Yes	□No		
	(1) Are they conveniently located and available to the AT and sup	pervisor?		✓ Yes	□No		
	(2) Do files contain all required documents?			√ Yes	□No		
	(a) If documents are not in files, where are they located?						
b.	Do the Fleet Focus (FF) documents comply with the instructions in	n HPM 31.1, Fleet Opera	ations Manual?	✓ Yes	□No		
((1) Are documents legible and complete?			✓ Yes	□No		
((2) Who reviews the FF reports? Fleet Supervisor						
((3) How is the information used in Area's fleet administration? $ { m T}$	racking fuel usage, part	s inventories, and maint	enance.			
c. I	s the CHP 424 current?			✓ Yes	□No		
(1) Does the CHP 424 reveal any unusual repair patterns or dupli	icate services?		☐Yes	☑ No		

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(2) Have required services been done at the proper mileage	9?		✓ Yes	☐ No
d. Is the Area using the most effective and economical method	of repairing/maintaining the	e fleet?	√ Yes	□No
(1) Are hourly rates in line with prevailing rates?	✓ Yes	□No		
(2) Does the AT refer to manuals for invoice cost information	n?		☐ Yes	✓ No
(3) Is work being done by vendors that should be done by the	Yes	✓ No		
(4) Are there any warranty problems?			☐Yes	☑ No
(a) If so, are they being resolved?			☐Yes	□No
(5) Is the credit card being used in lieu of an invoice?			Yes	☑ No
(6) Does the commander or his/her designee review and/or	approve invoices?		✓ Yes	□No
(a) If so, is there a threshold limit, and how is the approv	val indicated on the invoice	? The Fleet Superviso	or has approv	al authority
for routine invoices. Invoices for work which is not	routine are reviewed by th	e Commander.		
e. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
(1) If parts are on invoices, does the vendor give a discount	?		✓ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the	✓ Yes	□No		
0. CONDITION OF THE FLEET	Yes EVALUATED	ACTION REQUIRED	CORRECTED)
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, a	170-300		Yes	✓ No
(1) Have any unauthorized modifications been made on veh	icles?		☐Yes	✓ No
1. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED	CORRECTED)
a. Is the Area commander involved and kept informed of motorc	cycle deployment, needs, p	roblems, etc.?	☐Yes	□No
(1) Are the program objectives clearly understood by the com	nmander and supervisors?		☐Yes	□No
(2) Does the Area have an up-to-date SOP relating to motor	cycle operations?		☐Yes	□No
b. Are motorcycles being deployed in conformance with department	nental policy and Fleet Ope	rations Bulletins?	☐Yes	□No
(1) Are motorcycles being used on beats with predominantly	high speed problems?		☐Yes	□No
(2) Are motorcycles used for special duty officer transportation	on?		☐ Yes	□No
(3) Are motorcycles parked at the Area office during vacation	ns and extended days off?		☐Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed	together?		☐Yes	□No
(1) What system is in place to verify understanding and comp	pliance?			
(2) Are Bulletins discussed with riders?			☐Yes	□No
d. What type of active safety program does the Area have?				

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	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	□No
		(a) Are mandatory exercises being conducted?	☐Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	□Yes	□No
e.	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	□Yes	□No
	(2)	Is the repair person proficient?	☐Yes	□No
	(3)	Is service available on weekends?	☐Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
	(6)	Are any repairs being done by riders?	☐Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐Yes	□No
g.	ls th	nere adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	□Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐Yes	☐ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐Yes	☐ No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐Yes	□No
h.	Has appi	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	□Yes	□ No
	(4)	ls a battery charger available?	 ☐ Yes	□ No

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(5) Is there security and an accurate inventory kept?	☐Yes	□No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	☐Yes	□No
(2) Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	□No
(a) Is a supervisor's permission required?	☐Yes	□No
(b) Is there a SOP covering this aspect of motorcycle operation?	☐Yes	□No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	Yes	□No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	☐Yes	□No
j. Are vehicle files logically kept and up-to-date?	Yes	□No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□No
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
(3) Is service up-do-date?	☐Yes	□No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	□Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐Yes	□No
(2) Are the forms filed for the life of the motorcycle?	Yes	□No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	□Yes	□No
SUMMARY		
The Winterhaven Area fleet appears to be well maintained. The AT has less than one year of State service, but his exp	erience as	a mechanic is
obvious. His work space is clean and organized. His publications and records are also well organized. The Fleet Superior	ervisor wo	ks closely
with the AT. He is actively involved with the program and keeps the Commander informed. Overall, I was impressed	with how	well the AT
and Fleet Supervisor worked together.		
Of note in this inspection: The Area assigns patrol cars to officers. The "Car Commander" is responsible for completi	ng a CHP	33E, Vehicle
Inspection Checklist, monthly. This not only provides for a monthly check of the vehicle, but also provides accountable	ility for car	re and

cleanliness of the vehicle.

Specific Item Comments and clarifications are on the attached 2 pages.

ITEM COMMENTS

- 2.a. The Area also maintains an unmarked Dodge Dakota pickup truck for service and a MRE truck.
- 2.b. Access to the AT office for tools / supplies for minor maintenance is controlled by the on-duty supervisor.
- 3.a.(4)/(5) Area has an established working relationship with the dealers. The dealers are used primarily for warranty work.
- 3.c.(5) Maintenance Worker does car washing to supplement contracted car washes.
- 5.a.(2) The AT does not have a Flat Rate Manual.
- 5.c.(1)(a) The last tool inventory was checked on 07/31/2009
- 5.c.(2)(c) Access to tools is limited to the AT, Maintenance Worker, and supervisors.
- 5.f The AT feels he could be more productive with a transmission jack, coil spring compressor, and updated diagnostic equipment. He has been told the diagnostic equipment would be too expensive.
- 6.e.(4) Supervisors also have access.
- 6.f.(1) Recent training conducted at Border Division included information regarding disposition of used rotors. No system is yet in place for disposal.
- 6.f.(2) Battery replacement is handled by dealer, with exchange included.
- 7.b.(6) There is no lighting under the fuel island canopy. There are pole mounted lights in the vicinity which provide illumination.
- 7.e. The tank was last tested June 2009 when major system upgrade was performed.
- 7.f.(2) The Veeder Root takes automatic daily readings at midnight. With refueling vehicles, the differences would routinely exceed 2 3 gallons. The AT monitors the overall usage and it is accurate.
- 7.b.(8)(a). The AT does not wearing a mask when servicing brakes.
- 9.c. Area uses a local form instead of the CHP 424. Fleet Operations Section has approved the local form format.

- 9.d. (1)/(2)/(3). Most work done by vendors is warranty work. The remaining vendor work is when the AT work load is excessive. The AT does not have a Flat Rate guide to compare rates.
- 9.d.(5) The credit card is used for the purchase of oil since there is not vendor contract for supply.
- 10.a. Two vehicles were inspected using a CHP 33E, one with low mileage and one in excess of 100,000 miles. The high mileage vehicle appeared to be well maintained. While it had the expected wear of such items as the carpeting and interior door panel, the engine compartment was cleaner than I would expect for the high mileage. The engine and transmission fluids appeared recently changed.

STATE OF CALIFORN		10					
	ALIFORNIA HIGHWAY PATROL	I/I 10=		AREA			LOCATION CODE
	ISPECTION CHEC	KLIST					LOCATION CODE
CHP 33E (Rev. 9				Winterhaven			620
DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE		MODEL	
9/25/2009	9056	001,914	2009	Ford		Crown Victoria	
SAN IN MANUE	UNDER HOOD (Che	eck if satisfactory)		Maria and the	TRUNK (Che	eck if satisfactory)	11,500 1 2 3 1 2 3
General clean		Water level in winds	hield washer	⊠ General cleanlin			s, safety cones
	level/test indicator eye	□ Drive belts		Condition of tire	chains	⊠ Plastic	
Coolant level i		Radiator hoses				⊠ Jack a	nd lug wrench
Engine oil leve		Excessive bug depo	sits in radiator	☑ Prybar		⊠ Hand o	cleaner/towels
Power steering	_	Air filter element		Contents of first		🔀 Trunk I	Pack or wooden bo
Transmission 1		Under hood light		Fire extinguishe		⊠ Water j	jug(s)
Brake fluid leve		Other discrepancies		Spare tire condi	tion	🔀 Animal	snare
Battery cables				☐ Trunk light		☐ Spare	tire mounting
57.0	INTERIOR (Check		HAY THE PARK	A BLOYD BY S		heck if satisfactory	
General clean	iness	Upholstery		General cleanling		∑ Turn si	-
CHP 33 book		⊠ Door panels		Condition of pair	nt	Wipers Wi	
Credit card		⊠ Seat belts		□ Decals		Mirrors 🖂	
	ment content, maps, etc.	⊠ Glass		Evidence of dan	nage	⊠ Siren/P	PA operation
Gun locks		Condition of pedals		⊠ Windows			umper and pads
Floor mats	. P. L.	☑ Window operation		Meadlamps			on of air deflector
Map and dome	elignt	Door lock operation		⊠ Taillights		🔀 Brake I	-
				Spotlights			ency lights/wig wag
	TEST DRIVE (Chec	L te - at e		200			ion and visibility)
Starting	1EST DRIVE (CHec			TIRE		SUSPENSION (Ch	
General handling	ng gualities	☐ Horn ☐ Engine response		Tread Depth	Air Pressure	Susper	
☐ Body tightness	= :	☐ A/C Heater		L/F/32	PSI	Compo	nents
Shifting of trans		Park brake operation		R/F/32	PSI	∐ Wheel	
Brakes	3111031011	Power seat operation		R/R/32	PSI	Alignme	ent
Engine idle		Operation of all mirro		L/R/32	PSI PSI		
Steering vibration	on	Speedometer operat		Spare/32	PSI		
COMMENTS		opeedometer operat	ЮП	Matched brand			
Vehicle had thin	clear plastic floor mat.						
	plastic froot mat.						
RECOMMENDATIONS							

Destroy Previous Editions

SIGNATURE

INSPECTED BY

T. morns sat 11734

VEHICLE IN	ISPECTION CHECK	KLIST		AREA			LOCATION CODE
CHP 33E (Rev. 9				Winterhaven			620
DATE	VEHICLE NO.	MILEAGE	YEAR	MAKE		MODEL	-
9/25/2009	8123	103,866	2007	Ford		Crown Victoria	
and a Same	UNDER HOOD (Che			iliza estaliză	TRUNK (Che	ck if satisfactory)	A STATE OF THE
M General clean	liness	Water level in windsh	hield washer	General clean			s, safety cones
Battery water	level/test indicator eye	Drive belts		Condition of tir		⊠ Plastic	-
Coolant level	in recovery tank	Radiator hoses					and lug wrench
□ Engine oil leve	el	Excessive bug depos	sits in radiator	⊠ Prybar			cleaner/towels
Power steerin	g fluid level	Air filter element		Contents of firs	st aid kit		Pack or wooden bo
Transmission		Under hood light		Fire extinguish		⊠ Water	
 ⊠ Brake fluid lev	/el	Other discrepancies		Spare tire cond		⊠ Water ⊠ Anima	
Battery cables				Trunk light	111011	(V)	tire mounting
	INTERIOR (Check	if satisfactory)	STREET, LITTLE	Trank light	EXTERIOR (CI	neck if satisfactor	
General clean		Upholstery	3102001	General cleanl		☐ Turn s	
CHP 33 book		☑ Door panels		Condition of pa		⊠ Turn's ⊠ Wiper	Ŧ1
Credit card		Seat belts		Decals	·············	⊠ Wiper: ⊠ Mirror:	
	tment content, maps, etc.	Glass		Evidence of da	200		S PA operation
Gun locks	anone content, maps, etc.	☐ Condition of pedals		⊠ Windows	mage		
Floor mats		Window operation					oumper and pads
☑ Map and dome	e liaht	Door lock operation		☐ Teaulamps ☐ Taillights			ion of air deflector
Map and dome	e light	☑ Door lock oberation		and the second s		⊠Brake	_
				⊠ Spotlights			ency lights/wig wag
180 11 (110)	TEST DRIVE (Check	k if satisfactors)		TIRI	-6		tion and visibility)
Starting	TEST BRITE (SHOOT	Horn	M.H. B. SA				heck if satisfactory
☐ General handl	ing qualities	☐ Engine response		Tread Depth	Air Pressure	Suspe	
☐ Body tightness		A/C Heater		L/F/32	PSI	Comp	
☐ Shifting of tran		Park brake operation		R/F/32	PSI	☐Wheel	
Brakes	3111331011	Power seat operation		R/R/32	PSI	Alignm	nent
Engine idle		Operation of all mirro		L/R/32	PSI		
Steering vibrat	ion			Spare/32	PSI		
COMMENTS	.1011	Speedometer operation	on				
Interior in overa							

T. MORRIS SGT 11734 SIGNATURE OF/25/09

ARE	OF CALIFORNIA IMENT OF CALIFORNIA HIGHWAY PATE A MANAGEMENT EVA		Westminster	DIVISION Border	NUMBER 670	
	ET MANAGEMENT 153F (Rev. 6-06) OPI 009		Sgt. S. Doumas, #	11027	09/08/2	009
INST form indivi can b accor form	RUCTIONS: Indicate iten is used as a Correction Rodual items with "yes" or "note placed on the CHP 454 applishments or corrective	ns reviewed by placing a che eport, the "Correction" box sh o" answers, or fill in the blan , Area Management Evaluati actions, unresolved items, por pencil, and the Supplemen	ck in the "Evaluated" be nould be initialed and c ks as indicated. If addi on Supplement. The s roblems or progress, a	oox and/or the "Action lated as deficiencies a tional comments are Supplement should in nd the evaluator's ove	Required" b are corrected necessary, th clude signific	ox. If this I. Answer ne information ant findings,
		rmal Evaluation	SOST ENGL BATE			
FOLLOW Y	FUP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE	
1. AR	EA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED	CORRECTE	ED
<u>—</u> а.	Is there a clear line of super	vision and accountability for the			✓ Yes	□No
	(1) Is the Area commander			t/ mit	☑ Yes	□No
	(a) Does he/she monitor				☑ Yes	□ No
	(2) Who is authorized to ap		trative Sergeant conducts	the initial various and t		
-	conducted by the Capta		and the Sergeant conduct		ine imai reviev	w/approval is
h		erience of the Automotive Techr	rician (AT)2 The AT he	- 24	1.	22 24 d
		ent he obtained college degrees.		s 24 years of service in		sition with the
	(1) Are sufficient instruction		certificates for automoti	ve and electronic repair		
		chanic at journey person level?			✓ Yes	□ No
		ing on new model vehicles?	THE THE PARTY OF T		✓ Yes	□ No
		rapport with Area personnel and	d vendere?		✓ Yes	□ No
		icles are available at shift change		#18 #18 T	✓ Yes	□No
			je <i>r</i>	· · · · · · · · · · · · · · · · · · ·	✓ Yes	□ No
	7) Does the AT periodically				✓ Yes	□ No
		suggestions for improving the p			✓ Yes	□No
		is being done by the AT? The	AT performs approxima	ately 90% of all schedul	ed maintenanc	ce, with 10%
	being conducted by vendors		- the total			·
(form maintenance and minor re	pairs?		✓ Yes	□ No
	(a) If these duties are no	ot being performed, why not?	N/A	15-11-11		
d. V	What other duties or responsi	bilities are placed on the AT?	The Westminster Area of	loes not have a custodia	n or maintena	nce worker
8	assigned to the office and the	AT performs some collateral d				
. VEH	ICLE USE	95 : 5 PHS	Yes	ACTION REQUIRED No	CORRECTED	
a l-	low many "F" Class vehicles	are assigned to the Area? 21				

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	☐ No
	(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?	N/A	
b.	Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each s	hift? ☑ Yes	□No
	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
	(a) Is there a supply of tools and minor equipment available?	✓ Yes	□No
C.	What is the justification for any vehicle kept at employees homes after duty hours? N/A		
d.	Who does the commander allow to ride in vehicles? Cadet Applicants; Allied Agency; CHP PSD; Med	ia	
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?		□No
	(a) Is the CHP 428 kept for the appropriate period of time?		□No
SEI	RVICE ARRANGEMENTS EVALUATED ACTION REQUIRED Yes No	CORRECT	ED
	NAME I STATE OF THE PARTY OF TH		
a.	What vendors are being used for servicing or repairing vehicles? Ford and Lincoln dealers for all warra	anty work and loo	al small
	business (M & N Auto Shop) for miscellaneous/non-warranty issues.	anty work and loo	al small
		anty work and loo ☑ Yes	al small
	business (M & N Auto Shop) for miscellaneous/non-warranty issues.	✓ Yes	□No
	business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers?	✓ Yes	□No
(business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che	✓ Yes	□No
(business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing.	✓ Yes	□No
(business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00	☑ Yes cks on mechanic	□ No s
(business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts?	☑ Yes cks on mechanic ☑ Yes ☑ Yes	□ No s □ No □ No
(business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☑ Yes cks on mechanic ☑ Yes ☑ Yes ☑ Yes	□ No s □ No □ No □ No
((business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases	✓ Yes cks on mechanic ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No s □ No □ No □ No □ No
((((b. i	business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases	✓ Yes cks on mechanic ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No s □ No □ No □ No
(((((((((((((((((((business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases If vehicle availability has been a problem, has Area experimented with weekend maintenance?	✓ Yes cks on mechanic ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No s □ No □ No □ No □ No □ No
(((((((((((((((((((business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases If vehicle availability has been a problem, has Area experimented with weekend maintenance?	✓ Yes cks on mechanic ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No s □ No □ No □ No □ No
(((((((((((((((((((business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? 50% (2) Are there shortages of vehicles on Mondays?	✓ Yes cks on mechanic ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No s □ No □ No □ No □ No □ No □ No
(((((((((((((((((((business (M & N Auto Shop) for miscellaneous/non-warranty issues. (1) Are they authorized dealers? (2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, che qualifications, type of services available and job/task pricing. (3) What are the hourly rates being charged? \$65.00 (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective vendors? (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases If vehicle availability has been a problem, has Area experimented with weekend maintenance? (1) What percentage of the fleet is needed on weekends? 50% (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most effectively?	✓ Yes cks on mechanic ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No s □ No □ No □ No □ No □ No □ No □ No □ No

FLEET MANAGEMENT

		1	11 12, 01 1 000				
	(2)) Is 1	he Area's vehicle washing procedure practical and econo	omical?		√ Yes	□No
		(a)	Is excessive officer time used to wash vehicles?			☐Yes	✓ No
	(3)) Is t	here more than one car wash facility available?			√ Yes	□No
	(4)	Are	vehicles being excessively washed or detailed?			Yes	☑ No
	(5)	Do	es the Area have a maintenance worker or janitor wash o	ars?		☐Yes	✓ No
	(6)	ls t	here any other program that can be of assistance in wasl	ning cars?		☐Yes	✓ No
d	. Но	ow do	officers report defective equipment? Documentation is	s completed on the CHP	33 assigned to the vehi	cle and on	an Area
	ge	nerat	ed "B.O. Sheet", located at the patrol vehicle key board.				
	(1)	Wh	o is authorized to declare a vehicle unsafe for patrol?	All operators of a patrol of	ar, AT and supervisors	s/managers	3.
		(a)	Who determines when a vehicle is safe after repair or cl	necking of defects? AT			
		(b)	Does he/she sign off the report form and indicate what h	nas been done?		✓ Yes	□No
		(c)	Is this system effective?			✓ Yes	□No
		(d)	How long are records kept? One year		======		
		(e)	Is there a system in place to check vehicles for defects a	after high speed pursuits	?	✓ Yes	□No
. M	ILEA	GE I	MANAGEMENT	EVALUATED Yes	ACTION REQUIRED No	CORRECTE	0
a.	Do	es Ar	ea have a system to ensure equitable mileage accumula	tion on all vehicles?	4 123	✓ Yes	□No
	(1)	Are	vehicles run out in the same order they are received?			✓ Yes	□ No
	(2)	ls th	nere an appropriate spread of odometer readings so that	vehicles are run out at re	gular intervals?	√ Yes	☐ No
		(a)	If not, can adjustments be made to accomplish this?		N/A	□ Yes	
b.	Ho	w are	adjustments to mileage accomplished? N/A				
	(1)	Do t	ield supervisors and officers understand their responsibil	ity in vehicle assignment	s?	✓ Yes	
	(2)		s the AT understand what is required?	ny in voniolo deolgrimonia	· · · · · · · · · · · · · · · · · · ·	✓ Yes	□ No
	(3)		s the Area have a "personalized vehicle assignment" pro	gram?		✓ Yes	□ No
		-		o impact on mileage ave	raging as the vehicles		
			shifts.		taging, as the venteres		unough un
	-						
C.	Hov	v doe	s the Area project run outs? The AT monitors each vel	nicles' mileage and at 95,	000 miles will initiate	the require	d paperwork
	to F	OS.					
	(1)	le Er	OS provided 30-45 days advance notice?			[7] Van	□ Na
	(1)	13 F(- provided 30-43 days advance notice?			✓ Yes	□No

FLEET MANAGEMENT

	(2	2) What has been the condition of vehicles returned to FOS?	Fair to Good			
	(3	3) Are the right equipment options completed?			✓ Yes	□No
5.	AUT	OMOTIVE WORK AREA/EQUIPMENT	Yes	No No	CORRECTE	:D
	a. Is	s there adequate space and comfort in the AT office?			✓ Yes	□No
	(1) Is the office arranged neatly, and are all bulletins and manu	uals current?		✓ Yes	□No
	(2	2) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
	o. Is	the space for working on vehicles adequate?			✓ Yes	□No
	(1) Is it clean and organized?			✓ Yes	□No
	c. D	oes the AT have the supply of tools listed in HPM 31.1, Fleet 0	Operations Manual, Cha	oter 6?	✓ Yes	□No
	(1) Is there an inventory?			✓ Yes	□No
		(a) When was it last checked?	CHECKE	d Quarterly	⊟ Yes	- □ No-
	(2) Are the tools located where they can be easily accessed by	the AT when working or	r vehicles?	✓ Yes	☐ No
		(a) Are they clean and properly maintained?	(96)		✓ Yes	□No
T:		(b) Is there security for the tools when the AT is not preser	nt?		✓ Yes	□No
		(c) Who has access to the tools?	CHÁ TÀ	Supervisors	- Yes	□ No-
c	l. De	pes the AT have the equipment necessary to perform all requi	red tasks?		✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?		NA	- ¥es	□ No
e	. Is	the equipment neat, clean and in good repair?			✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?		NA	" 2eY □ "	- D-Ne
f.	Аге	there additional tools or items of equipment needed?			☐Yes	☑ No
	(1)	Could the AT be more effective if they were available?		AIA	-3e¥ □	- No
	(2)	Can they and/or have they been requisitioned or requested?	?	N/A	√⊒Yes	No
6. T	IRES	S, PARTS AND SUPPLIES	Yes Yes	ACTION REQUIRED Yes	CORRECTED)
а	. Is	the space provided for parts and supplies adequate?			✓ Yes	☐ No
	(1)	If not, can more space be provided?	. □Yes	No		
	(2)	Is the space neatly and logically organized?	✓ Yes	□No		
	(3)	3) Is there adequate security?				□No
	(4)	Who has access to the parts/supplies? The AT and superv		***************************************		
		100 Table 100 Ta				
	(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as req	uired?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

C	. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
	(1) Are there obsolete parts on hand?	☐Yes	☑ No
C	. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□No
е	. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? The tires are located on racks inside the AT storage room (locked).		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	✓ No
	(6) Does it appear tires are being replaced prematurely?	☐ Yes	✓ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? State contracted recycling vendors		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	☑ No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	Yes	☑ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? The Administrative Sergeant or his/her designee		
FL	EL DISPENSING FACILITY	CORRECTED	
	Yes Yes		
aı.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	☐ No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Personn	el will util	ize the
	issued fuel card (Voyager).		

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	□Yes	☑ No
(2) Are fuel, water and air hoses in good repair?		□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
(5) Is there a clean oil storage rack?	☐ Yes	☑ No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d. Who fuels the vehicles? The operators of the vehicle		
(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?		□No
(2) Who has access to the keys to lock the meters and the storage tank? The AT and Administrative Serge	ant	
*		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? The CHP 33 assigned to the vehicle and a	ın Area gene	erated log is
maintained at the fuel island.		
(1) Are records maintained as required?	✓ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
(1) When was the pump meter last checked for accuracy? Facilities Section has not performed this task and	does not ha	ve it as a
required action item.		-
h. Is there a contract for fuel?	✓ Yes	□No
(1) How often is the fuel supply replenished? Approximately every 5 to 6 weeks.		
(2) At what level is it refilled? The storage tank limit is 12,000 gallons and it is normally refilled at the 8,500 g	allon level.	
i. How does the Area secure the fuel pumps when they are not in use?Padlocks		
(1) Is the system adequate?	✓ Yes	□No
(2) Is it utilized by all personnel?	✓ Yes	□No

FLEET MANAGEMENT

8. 5	SAFETY	×	Yes	ACTION RI	EQUIRED	CORRECTE	D
а	. Does the Area conduct an inspection of the facility twi	ice each ye	Uprae.	D-202-355		✓ Yes	□No
	(1) Are the AT's work areas inspected?					✓ Yes	No
b	. Are there possible unsafe conditions within the AT's w	vork areas?	1.			✓ Yes	□ No
-	(1) Is the shop floor clean and free of any spills?					✓ Yes	□No
	(2) Are electrical cords or hoses posing a hazard?					☐Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the	he proper t	ype?			✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?			***		☐ Yes	☑ No
	(5) Are there loose items on the floor?					☐Yes	✓ No
	(6) Is the bench grinder firmly affixed, and are there s	afety glass	es available?			☐ Yes	✓ No
	(a) Are they worn by the AT?					✓ Yes	□No
	(7) Is the battery charger in a safe place?					✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing	ng brakes?				✓ Yes	□No
	(a) If yes, are they worn?					✓ Yes	□No
	(9) Are jack stands properly utilized?					✓ Yes	□No
C.	What is the Area occupational safety record as it relate	s to fleet m	anagement? N	lo reported injuri	es for the year.		
	•						
	(1) Have any injuries been prevented with an improve	d safety aw	areness prograr	n?		✓ Yes	□No
9. VI	EHICLE RECORDS AND MAINTENANCE		EVALUATED Yes	No ACTION REC	DUIRED	CORRECTED	
a.	Are fleet records logically filed?					✓ Yes	□No
	(1) Are they conveniently located and available to the	AT and sup	ervisor?			✓ Yes	□No
	(2) Do files contain all required documents?			-		✓ Yes	□No
	(a) If documents are not in files, where are they lo	cated?					
b.	Do the Fleet Focus (FF) documents comply with the ins	tructions in	HPM 31.1, Flee	t Operations Ma	nual? [✓ Yes	
	(1) Are documents legible and complete?						□No
	(2) Who reviews the FF reports? AT and the Administ	rative Serg	eant	10			
	(3) How is the information used in Area's fleet administ	ration? Th	e information p	rovides required	guidelines to ef	fectively	manage
100	fleet operations.		·				
C.	Is the CHP 424 current?					✓ Yes	
	(1) Does the CHP 424 reveal any unusual repair pattern	ns or duplic	ate services?				☑ No

FLEET MANAGEMENT

(2) Have required services been done at the proper mileage?	- 1		✓ Yes	□No		
d. Is the Area using the most effective and economical method of re	pairing/maintaining the	leet?	✓ Yes	□No		
(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No		
(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No		
(3) Is work being done by vendors that should be done by the AT	Γ?		☐Yes	☑ No		
(4) Are there any warranty problems?		=	Yes	☑ No		
(a) If so, are they being resolved?		NA	- 2eY ⊟-	- No		
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No		
(6) Does the commander or his/her designee review and/or appr	ove invoices?		✓ Yes	□No		
(a) If so, is there a threshold limit, and how is the approval in	dicated on the invoice?	All purchases are with	in threshold	d limits and		
invoices are stamped, with written information provided	by the person approving	the invoice.				
e. Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No		
(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No		
f. Are fleet operations bulletins maintained and accessible to the AT?	f. Are fleet operations bulletins maintained and accessible to the AT?					
10. CONDITION OF THE FLEFT	HIPCV'	ACTION REQUIRED No	CORRECTED			
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are th	ere any patterns or prob	lems identified?	Yes	✓ No		
(1) Have any unauthorized modifications been made on vehicles?	?		□Yes	☑ No		
TT. MOTORCYCLES		ACTION REQUIRED Yes	CORRECTED			
a. Is the Area commander involved and kept informed of motorcycle	deployment, needs, prol	plems, etc.?	☑ Yes	□No		
(1) Are the program objectives clearly understood by the command	der and supervisors?		✓ Yes	□No		
(2) Does the Area have an up-to-date SOP relating to motorcycle	operations?		✓ Yes	☐ No		
b. Are motorcycles being deployed in conformance with departmental	l policy and Fleet Opera	tions Bulletins?	✓ Yes	□No		
(1) Are motorcycles being used on beats with predominantly high	speed problems?		☑ Yes	☐ No		
(2) Are motorcycles used for special duty officer transportation?			Yes	☑ No		
(3) Are motorcycles parked at the Area office during vacations and	d extended days off?		✓ Yes	☐ No		
c. Are Fleet Operations Bulletins pertaining to motorcycles filed togeth	ner?		✓ Yes [
(1) What system is in place to verify understanding and complianc	e? Motorcycle superv	isor reviews with assign	ned riders a	and		
monitors for continued compliance.						
(2) Are Bulletins discussed with riders?			☑Yes [□ No		
d. What type of active safety program does the Area have? Due to the	ne limited number of ass	igned motorcycles and	no availabl	le CMTO,		
the riding officers participate in quarterly training with the CHP Sa		-11-5-112				

FLEET MANAGEMENT

(1) Is there a Defensive Rider Program?	✓ Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	☑ No
(3) What is the Area's safety record? No reported incidents for the year.		
(a) How does it compare with Division and statewide rates? The Area has an excellent rating with no	reported incic	lents.
(4) Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
(a) Are mandatory exercises being conducted?	✓ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop? Office		
(1) Are the arrangements satisfactory?	✓ Yes	□No
(2) Is the repair person proficient?	✓ Yes	□No
(3) Is service available on weekends?	☐ Yes	☑ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☑ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	✓ No
(6) Are any repairs being done by riders?	☐ Yes	☑ No
(7) Does the Area swap radios with idle units to reduce down time?	✓ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	✓ Yes	☐ No
g. Is there adequate space to park and/or store motorcycles?	✓ Yes	□No
(1) Is safety compromised?	☐ Yes	☑ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	☐ No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☑ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
(a) Has it been inspected and approved?	✓ Yes	□ No
(b) Are records of the approval on file?	✓ Yes	□No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		□No
(1) Do equipment and accessory times comply with departmental regulations?	✓ Yes	
(2) Is there ample supply available?	 ✓ Yes	□No
(3) Are spare tires available?	 ☐ Yes	☑ No
(4) Is a battery charger available?	 ✓ Yes	□No

FLEET MANAGEMENT

(5)	Is there security and an accurate inventory kept?	✓ Yes	□No
i. Wh	at arrangements have been made for servicing and repairing motorcycles? All motorcycle repairs are condu	icted by an	authorized
vei	ndor.		
(1)	Is it satisfactory and cost effective?	✓ Yes	□No
(2)	Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
(3)	How is repair work verified? By repair work orders and invoice.		
(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	✓ No
	(a) Is a supervisor's permission required?	✓ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
(5)	If not ridden, how are motorcycles transported to vendors for repairs? The Area has an assigned motorcycles	le trailer o	r by tow
	truck.		
(6)	Does the Area have a motorcycle trailer?	✓ Yes	□No
	(a) How often is it used? Approximately six times a year.		
	(b) If one is not available, has Area budgeted for one?		— □ No
j. Are \	vehicle files logically kept and up-to-date?	✓ Yes	□No
(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	✓ No
(2)	Does the motorcycle supervisor review all motorcycle invoices?	√ Yes	□No
(3)	Is service up-do-date?	✓ Yes	□No
k. Are o	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, thly Motorcycle Inspection List, completed as required?	✓ Yes	□No
(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	✓ Yes	□No
(2)	Are the forms filed for the life of the motorcycle?	✓ Yes	□No
I. Utilizi Area	ng the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Westminster	Border	Fleet	
Inspected by:		Date:	
Sgt. S. Doumas, 11027		9/8/2009	

Page 1 of 2

number of the i shall be routed	nspection in the Chapter to and its due date. This	Inspections docume	Check appropriate boxes as necessary, or for number. Under "Forward to:" enter the neint shall be utilized to document innovative proction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
	ECTION Level X Command Le e Office Level	evel	Total hours expended on the inspection: 3.0 hours	X Corrective Action Plan Included Attachments Included
Follow-up	p Required:	Forwa	rd to:	
X Yes	□No	Due D	ate:	
Chapter In	spection:	海岛	You have been the Charles and a property	
Inspector's	Comments Regar	ding Ir	novative Practices:	
N/A Command	Suggestions for S	tatewic	e Improvement	
22	2.23300.101.01		o improvement.	

Inspector's Findings:

- 1.d. The Westminster Area does not have a custodian or maintenance worker assigned to the office. As such, the AT is required to perform collateral duties for these positions and it sometimes hinders his ability to manage all fleet issues.
- 6.g. The AT did not have any of the required Material Safety Data Sheets (MSDS) posted as required.
- 7.b.(5) The oil containers were stored on the gas pump island in a cardboard box and not in a protective container or rack.
- 8.b.(6) The bench grinder was not firmly affixed to a work station/bench and was located on the floor and is moved to different locations as needed.
- 11.d.(2) Currently, the Area does not have any CMTO's assigned and/or trained.

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	Pag	e	2	of	2
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Command:	Division:	Chapter:	
Westminster	Border	Fleet	
Inspected by:		Date:	
Sgt. S. Doumas, 11027		9/8/2009	

Commander's Respons	se: MacConcur or Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments:	Oball address with the control of th
etc.)	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,

Required Action

Corrective Action Plan/Timeline

- 1.d. The Westminster Area should obtained approval for the hiring of a maintenance worker to cover the necessary duties of that position and to assist the AT with fleet operations as needed.
- 6.g. The required Material Safety Data Sheets (MSDS) need to be posted for safety reasons.
- 7.b.(5) The oil containers were stored on the gas pump island in a cardboard box and should be kept in a protective container or rack.
- 8.b.(6) The bench grinder needs to be firmly affixed to a work station/bench for safety reasons.
- 11.d.(2) The Westminster Area should have a trained CMTO, when staffing permits.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	9-29-09
	INSPECTION'S SIGNATURE LOIMING	9/8/2009
Reviewer discussed this report with employee Do not concur	REVIEWER'S SIGNATURE	09/25/0G

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Otay Mesa I. F.	Border	646
EVALUATED BY	_	DATE
G. Brents		8/27/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

SUSPENSE DATE			
COMMANDER'S REVIEW		DATE	
EVALUATED 8/27/2000	ACTION REQUIRED	CORRECTED)
	None		☐ No
a o noot management.			□ No
			☑ No
			INO INO
oved and processed by th	e San Diego Area.		
n (AT)? N/A, Otay Mes	a I.F. does not have an	automotive	e technician
NIA		Yes	□No
		☐ Yes	□No
		☐Yes	□No
ndors?		☐ Yes	□ No
		Yes	□No
\		☐ Yes	□No
am?		Yes	□No
5?		Yes	□No
	\		
)		
1/			
6	8		
		N/A	
1	d one federally funded	vehicle.	-
	commander's review EVALUATED 8/27/2009 a's fleet management? oved and processed by the n (AT)? N/A, Otay Mes am? EVALUATED 8/27/2009	evaluated 8/27/2009 Action Required None None Action Required None a's fleet management? oved and processed by the San Diego Area. n (AT)? N/A, Otay Mesa I.F. does not have an Action Required None evaluated None Action Required None	COMMANDER'S REVIEW DATE

FLEET MANAGEMENT

(1) Is there an unmarked patrol vehicle assigned for the commar	nder?	✓ Yes	□No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A			
b. Are there procedures in place to ensure there are sufficient vehicle	es available at the beginning of each shift	? ✓ Yes	□No
(1) Are officers allowed to perform minor corrections in order to k	eep the vehicles on the road?	✓ Yes	□No
(a) Is there a supply of tools and minor equipment available?		☐ Yes	₽ No
c. What is the justification for any vehicle kept at employees homes	after duty hours? After hours emergency	response as es	tablished by
HPM 31.1.			
d. Who does the commander allow to ride in vehicles? CHP employ	vees, the public as determined by GO 100	.42.	
(1) Do supervisors use the CHP 428, Release and Waiver of Liab	oility?	✓ Yes	□No
(a) Is the CHP 428 kept for the appropriate period of time?		✓ Yes	□No
3 SERVICE ARRANGEMENTS	evaluated action required None	CORRECTED N/A)
What vendors are being used for servicing or repairing vehicles?	Since San Diego Area performs all repai	rs and maintens	ance of the
facility's vehicles this section will be deferred to the audit conduc	ted for the San Diego Area.		
(1) Are they authorized dealers?	NIA	☐ Yes	□No
(2) What process was used in selecting a service vendor?			
(3) What are the hourly rates being charged?			
(a) Are discounts given on parts?	/	Yes	□No
(4) Has the command shopped for the most cost effective vendors	9.	Yes	□No
(5) Does the Area constantly change vendors, or work out problem long-term relationships?	ns in order to maintain good		
		Yes	□ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Managen		Yes	□ No
b. If vehicle availability has been a problem, has Area experimented w	/ith weekend maintenance?	☐ Yes	□No
(1) What percentage of the fleet is needed on weekends?			
(2) Are there shortages of vehicles on Mondays?	r: -1-0	☐ Yes	□ No
(3) If more than one AT, are their hours/days scheduled most effect	stively?	Yes	□ No
(a) Is overtime needed for maximum enforcement periods?		Yes	□ No
c. Are provisions adequate to ensure regular washing of vehicles?		Yes	□ No
(1) How are interiors cleaned?			

FLEET MANAGEMENT

-		(
	(2	!) Is	the Area's vehicle washing procedure practical and econo	omical?		✓ Yes	□No
		(a	ls excessive officer time used to wash vehicles?			Yes	₽ No
	(3) Is	there more than one car wash facility available?			✓ Yes	□No
	(4)) Ar	e vehicles being excessively washed or detailed?			Yes	✓ No
	(5)) Do	pes the Area have a maintenance worker or janitor wash o	ars?		Yes	☑ No
	(6)) Is	there any other program that can be of assistance in wasl	ning cars?		Yes	√ No
0	d. Ho	ow do	o officers report defective equipment? Defects are repor	ted to the on-duty	supervisor and logged into the	CHP 33 b	ook.
	(1)	W	no is authorized to declare a vehicle unsafe for patrol?	With the concurren	ice of the supervisor a vehicle	will be pla	ced out of
		se	rvice and arrangements made with the San Diego Area at	tomotive technicia	an for assessment and repair.		
		(a)	Who determines when a vehicle is safe after repair or cl	necking of defects	? San Diego Area automotive	technician	
		(b)	Does he/she sign off the report form and indicate what h	nas been done?		✓ Yes	□No
		(c)	Is this system effective?			☑ Yes	□No
		(d)	How long are records kept? San Diego Area retains the	ese files.			
		(e)	Is there a system in place to check vehicles for defects a	after high speed pu	ursuits?	✓ Yes	□No
4. M	IILEA	GE I	MANAGEMENT	8/27/2009	ACTION REQUIRED None	CORRECTED N/A	
a.	Doe	es Aı	ea have a system to ensure equitable mileage accumula	tion on all vehicles	?	Yes	□No
	(1)	Are	vehicles run out in the same order they are received?		NIA	Yes	□No
	(2)	ls th	nere an appropriate spread of odometer readings so that	vehicles are run ou	ut at regular intervals?	Yes	□No
		(a)	If not, can adjustments be made to accomplish this?			☐ Yes	□No
b.	Hov	v are	adjustments to mileage accomplished?				14
	(1)	Do f	ield supervisors and officers understand their responsibili	ty in vehicle assign	nments?	Yes	□No
	(2)	Doe	s the AT understand what is required?		\	Yes	□No
	(3)	Doe	s the Area have a "personalized vehicle assignment" pro	gram?		Yes	□No
		(a)	If so, how does it effect mileage averaging?				
C.	How	does	s the Area project run outs?				
	(1)	ls FC	S provided 30-45 days advance notice?		V/	Yes	□ No

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009				
(2) What has been the condition of vehicles returned to FOS?		NIA		
(3) Are the right equipment options completed?			□Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	8/27/2009	ACTION REQUIRED None	correcte N/A	D
a. Is there adequate space and comfort in the AT office?	/	NIA	☐ Yes	□No
(1) Is the office arranged neatly, and are all bulletins and manual	als current?		☐ Yes	□No
(2) Does the AT maintain a service and flat rate manual?	Post year		☐ Yes	□No
b. Is the space for working on vehicles adequate?		/	☐ Yes	□No
(1) Is it clean and organized?			☐ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet O	perations Manual, Chap	ter 6?	Yes	□No
(1) Is there an inventory?			☐ Yes	□No
(a) When was it last checked?			☐ Yes	□No
(2) Are the tools located where they can be easily accessed by	the AT when working on	vehicles?	☐ Yes	□No
(a) Are they clean and properly maintained?	/	\	☐Yes	□No
(b) Is there security for the tools when the AT is not present	?		☐Yes	□No
(c) Who has access to the tools?			☐ Yes	□No
d. Does the AT have the equipment necessary to perform all require	ed tasks?		☐ Yes	□No
(1) If not, has it been budgeted for and/or ordered?			☐ Yes	□No
e. Is the equipment neat, clean and in good repair?			Yes	□No
(1) Have replacements been planned and budgeted for?			☐Yes	□No
f. Are there additional tools or items of equipment needed?			☐ Yes	□No
(1) Could the AT be more effective if they were available?		4	□Yes	□No
(2) Can they and/or have they been requisitioned or requested?			☐Yes	□No
TIRES PARTS AND SUPPLIES		action required None	CORRECTED N/A	
a. Is the space provided for parts and supplies adequate?	NI	7	Yes	□No
(1) If not, can more space be provided?			☐Yes	□No
(2) Is the space neatly and logically organized?			☐ Yes	□No
(3) Is there adequate security?			Yes	□No
(4) Who has access to the parts/supplies?				
	1.			
(5) Are batteries stored in a dry location, off the cement floor?	V		□Yes	□No
b. Are automotive parts and supplies inventoried and maintained in F	leet Focus (FF) as requi	red?	Yes	□No

FLEET MANAGEMENT

CHE 4551 (Nev. 0-00) OF 1009			
c. Are reasonable numbers of parts/supplies stocked?	NIA	□Yes	□ No
(1) Are there obsolete parts on hand?	7	☐Yes	☐ No
d. Does Area stock parts/supplies purchased by the Department,	and provide them to the rendor for installation?	☐Yes	☐ No
e. Are adequate records maintained for tires, and are all tires accord	ounted for?	Yes	☐ No
(1) Are tire requests properly documented and ordered through Business Services Section?	the Purchasing Services Unit of	□Yes	□No
(2) Are proper guidelines in place for record keeping?		Yes	□No
(a) Are records reviewed by management?		Yes	□No
(3) Are tires properly safeguarded from theft or misuse?		Yes	□No
(a) How are tires stored?	1		
(4) Is access to the tires restricted to the AT and his/her assista	int or backup?	☐Yes	□No
(5) Does Area provide motorcycle vendors with a stock of tires?	,	☐ Yes	□No
(6) Does it appear tires are being replaced prematurely?		☐ Yes	□No
(7) Are adequate records maintained for used tires?		Yes	□No
(a) Is the disposition of used tires within policy?		Yes	□No
f. How are old tires/batteries disposed of?			
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (0	CHP 265) sent to prospective bidders?	Yes	□No
(2) Are either tires or batteries being traded to offset installation	costs?	☐ Yes	□No
(3) Are the provisions of any tire or battery disposal contract bei	ng met?	Yes	□No
g. Are Material Safety Data Sheets (MSDS) posted as required?		☐ Yes	□No
(1) Are all containers (other that the original) containing hazardo	us materials properly marked?	☐ Yes	□No
h. Has the quarterly count of parts, tires, accessories and supplies b	peen conducted?	Yes	□No
(1) Who conducted the count?			
a			
FUEL DISPENSING FACILITY	EVALUATED ACTION REQUIRED None	CORRECTED N/A	
Normally, is all fuel used by departmental personnel dispensed th command location?		Yes	☑ No
(1) What procedures have been established for purchasing fuel for	rom service stations in emergencies? Otay M	esa I.F. doe	es not have a
fuel dispensing facility, and due to the physical location to/fr	om the nearest CHP Area, officers use local ga	s stations.	
(a) Is self-service or full-service used? Self-serve.			

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	☐ Yes ☐ No
b. Is the fuel island clean and neat?	☐ Yes ☐ No
(1) Does it need repair or painting?	☐ Yes ☐ No
(2) Are fuel, water and air hoses in good repair?	☐ Yes ☐ No
(3) Is the break-away coupler installed?	Yes No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes ☐ No
(5) Is there a clean oil storage rack?	Yes No
(6) Is the lighting adequate?	☐ Yes ☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes ☐ No
(8) Have problems been reported to Facilities Section?	☐ Yes ☐ No
c. Is there an adequate amount of supplies available to officers?	☐ Yes ☐ No
d. Who fuels the vehicles?	
(1) Are fluids and tires checked during fueling?	☐ Yes ☐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes ☐ No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes ☐ No
(2) Who has access to the keys to lock the meters and the storage tank?	1
(3) Is gasoline measured before and after deliveries?	☐ Yes ☐ No
f. What method is used to log fuel and oil used in individual vehicles?	
(1) Are records maintained as required?	Yes No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	
g. Does the physical inventory reasonably balance with the metered inventory each month?	Yes No
(1) When was the pump meter last checked for accuracy?	U.
h. Is there a contract for fuel?	☐ Yes ☐ No
(1) How often is the fuel supply replenished?	
(2) At what level is it refilled?	
i. How does the Area secure the fuel pumps when they are not in use?	
(1) Is the system adequate?	☐ Yes ☐ No
(2) Is it utilized by all personnel?	☐ Yes ☐ No

FLEET MANAGEMENT

8/27/2009	None	CORRECTE N/A	D
ear to detect safety haz	ards?	✓ Yes	□No
	XIA	Yes	□No
s?		Yes	☐ No
		Yes	□No
1		Yes	□No
type?		Yes	□No
		☐Yes	□No
		☐ Yes	□No
sses available?		Yes	□No
	1	Yes	□No
		☐Yes	□No
\$?		Yes	□No
		☐Yes	□No
		☐Yes	□No
management? No inju	ries recorded.		
	M		
wareness program?	c .	☐Yes	□No
8/27/2009	None ACTION REQUIRED	N/A	Ů.
/	VIA	Yes	□No
upervisor?			
		☐ Yes	□ No
		Yes Yes	□ No
in HPM 31.1, Fleet Ope	ations Manual?		
in HPM 31.1, Fleet Ope	ations Manual?	Yes	□ No
in HPM 31.1, Fleet Ope	ations Manual?	☐ Yes	□ No
in HPM 31.1, Fleet Ope	ations Manual?	☐ Yes	□ No
in HPM 31.1, Fleet Ope	ations Manual?	☐ Yes	□ No
in HPM 31.1, Fleet Ope	ations Manual?	☐ Yes	□ No
	8/27/2009 //ear to detect safety haz //s? type? sses available? management? No injustivareness program? EVALUATED 8/27/2009	8/27/2009 None /ear to detect safety hazards? // A sees available? sees available? management? No injuries recorded. wareness program? EVALUATED 8/27/2009 ACTION REQUIRED None	8/27/2009 None N/A year to detect safety hazards? Yes Yes

FLEET MANAGEMENT

(2) Have required services been done at the proper m	nileage?	NIA	☐ Yes	□No
d. Is the Area using the most effective and economical mo	ethod of repairing/maintainir	ng the fleet?	☐ Yes	□No
(1) Are hourly rates in line with prevailing rates?			☐ Yes	☐ No
(2) Does the AT refer to manuals for invoice cost infor	mation?		Yes	□No
(3) Is work being done by vendors that should be done	e by the AT?		Yes	□No
(4) Are there any warranty problems?			Yes	□No
(a) If so, are they being resolved?			☐ Yes	□No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	□No
(6) Does the commander or his/her designee review at	nd/or approve invoices?		☐Yes	□No
(a) If so, is there a threshold limit, and how is the a	approval indicated on the inv	oice?		
	-3			
e. Do invoices indicate parts are being supplied by the CH	P?		☐ Yes	□No
(1) If parts are on invoices, does the vendor give a disc	count?	1,	☐ Yes	□No
f. Are fleet operations bulletins maintained and accessible	to the AT?	1	Yes	□No
10. CONDITION OF THE FLEET	8/27/2009	None	CORRECTED N/A)
a. Using a CHP 33E, Vehicle Inspection Checklist, as a gui	ide, are there any patterns of	or problems identified?	Yes	₽ No
(1) Have any unauthorized modifications been made or	n vehicles?		Yes	✓ No
11. MOTORCYCLES	8/27/2009	ACTION REQUIRED	CORRECTED N/A	
a. Is the Area commander involved and kept informed of m	otorcycle deployment, need	s, problems, etc.?	Yes	□No
(1) Are the program objectives clearly understood by the	e commander and superviso	rs? X///	☐ Yes	□No
(2) Does the Area have an up-to-date SOP relating to m	notorcycle operations?	/	Yes	□No
b. Are motorcycles being deployed in conformance with dep	partmental policy and Fleet	Operations Bulletins?	Yes	□No
(1) Are motorcycles being used on beats with predomina	antly high speed problems?		☐Yes	□No
(2) Are motorcycles used for special duty officer transpo	ortation?		☐ Yes	□No
(3) Are motorcycles parked at the Area office during vac	ations and extended days o	off?	☐ Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles f	iled together?		☐ Yes	□No
(1) What system is in place to verify understanding and o	compliance?			
		1		
(2) Are Bulletins discussed with riders?			☐Yes	□No
d. What type of active safety program does the Area have?		V		

FLEET MANAGEMENT

(1) Is there a Defensive Rider Program?	Yes No
(2) Is there a sufficient number of CMTOs?	☐ Yes ☐ No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	Yes No
(a) Are mandatory exercises being conducted?	Yes No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	☐ Yes ☐ No
(2) Is the repair person proficient?	☐ Yes ☐ No
(3) Is service available on weekends?	Yes No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes ☐ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes ☐ No
(6) Are any repairs being done by riders?	☐ Yes ☐ No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes ☐ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes ☐ No
g. Is there adequate space to park and/or store motorcycles?	☐ Yes ☐ No
(1) Is safety compromised?	☐ Yes ☐ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes ☐ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	Yes No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes ☐ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes ☐ No
(a) Has it been inspected and approved?	☐ Yes ☐ No
(b) Are records of the approval on file?	☐ Yes ☐ No
. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes ☐ No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes ☐ No
(2) Is there ample supply available?	☐ Yes ☐ No
(3) Are spare tires available?	☐ Yes ☐ No
(4) Is a battery charger available?	Yes No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	☐ Yes ☐ No
i. What arrangements have been made for servicing and repairing motorcycles?	
(1) Is it satisfactory and cost effective?	☐ Yes ☐ No
(2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes ☐ No
(3) How is repair work verified?	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes ☐ No
(a) Is a supervisor's permission required?	☐ Yes ☐ No
(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes ☐ No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	
(6) Does the Area have a motorcycle trailer?	☐ Yes ☐ No
(a) How often is it used?	
(b) If one is not available, has Area budgeted for one?	Yes No
j. Are vehicle files logically kept and up-to-date?	Yes No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes No
(2) Does the motorcycle supervisor review all motorcycle invoices?	Yes No
(3) Is service up-do-date?	Yes No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☐ Yes ☐ No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes ☐ No
(2) Are the forms filed for the life of the motorcycle?	Yes No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, d Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	

The Otay Mesa Inspection Facility (I. F.) has two vehicles (one Commander's, and one federally funded) assigned to its facility. These vehicles are serviced and maintained by the San Diego Area automotive technician. Additionally Otay Mesa I. F. is normally provided one loaner black/white patrol vehicle from the San Diego Area. However, routine maintenance, inspections, and approval of invoices are completed by the San Diego Area command. Otay Mesa I. F. does not receive invoices for repairs or services for the commander's or federally funded vehicle since San Diego Area initiates services and repairs thru their vendors.

Area Management Evaluation Fleet Management

Otay Mesa Inspection Facility (and Tecate Scales)

1. AREA ADMINISTRATION

The Otay Mesa Inspection Facility has two vehicles assigned to the command. One, the commander's vehicle and one, federally funded commercial vehicle. Additionally, the San Diego Area loans the facility one black/white enforcement vehicle for commercial enforcement. San Diego Area automotive technician performs all maintenance, repairs, and approves, processes all invoices.

2. VEHICLE USE

- c. Otay Mesa has only one vehicle (commander's vehicle) that falls under the guidelines established in HPM 31.1. The commander responds to emergency calls outside of scheduled work hours.
- d. Although Otay Mesa did not have any requests for ride-alongs from the public in 2008, they have in past years. All ride-alongs are approved as permitted by policy in G.O. 100.42.

3. SERVICE ARRANGEMENTS

- a. Since San Diego Area performs all repairs and maintenance of the facility's vehicles, this section will be deferred to the audit conducted for the San Diego Area.
- c. Otay Mesa personnel routinely wash vehicles when refueling at local gas stations for a nominal fee.

4. MILEAGE MANAGEMENT

a. Otay Mesa supervision is involved in the assignment of available vehicles. With the limited number of vehicles and the extended travel from Otay Mesa to/from Tecate scales, equity mileage accumulation is not a factor.

5. AUTOMOTIVE WORK AREA/EQUIPMENT

Not applicable.

6. TIRES, PARTS AND SUPPLIES

Not applicable.

7. FUEL DISPENSING FACILITY Not applicable.

8. **SAFETY** Not applicable.

9. VEHICLE RECORD AND MAINTENANCE Not applicable.

10. CONDITION OF FLEET Not applicable.

11. MOTORCYCLES Not applicable.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM

COMMINIAND	INSPECTION	I PROGRA
EXCEPTION	US DOCUMEN	NT

	Pa	age	1	of	2
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Command: Otay Mesa I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
G. Brents		08/27/2009

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection of the contract of	on number. Under "Forwent shall be utilized to do	ard to:" enter th	, or fill in the blanks as indicated. Enter the chapter e next level of command where the document ve practices, suggestions for statewide ay be used if additional space is required.
TYPE OF INSPECTION ☐ Division Level ☐ Command I☐ ☐ Executive Office Level	_evel	Total hours expende inspection:	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa			
Chapter Inspection: Inspector's Comments Regar N/A	ding Ir	novative Practices		
Command Suggestions for St	tatewid	e Improvement:		
Inspector's Findings: N/A				
Commander's Response: ⊠ N/A	Concu	r or □ Do Not Con	cur (Do Not C	Concur shall document basis for response)
Inspector's Comments: Shall a etc.)	ddress ı	non concurrence by co	ommander (e.ç	g., findings revised, findings unchanged,

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Otay Mesa I.F.	Division: Border	Chapter:6, FLEET MANAGEMENT
G. Brents		08/27/2009

Required Action	
Corrective Action Plan/Timeline	
Corrective Action Plan/Timeline	

N/A

☐ Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	8/27/09
G. Brents	INSPECTOR'S SIGNATURE	DATE 09/09/09
Reviewer discussed this report with employee Do not concur	REVIEWER'S SIGNATURE	DATE

TYPUTTO - A

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
El Cajon	Border	6
EVALUATED BY		DATE
Sergeant Mathes	son, #13 7 91	03/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation			SUSPENSE DATE			
FOLLOW-UP REQU	RED No	☐ Correction Report	COMMANDER'S REVIEW	I Fa F. Sump	DATE 3 -	26-05
1. AREA ADI	MINISTRATION		EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A)
a. Is there	a clear line of superv	ision and accountability for the Are	a's fleet management?		✓ Yes	□No
(1) Is t	he Area commander i	nvolved and informed?			✓ Yes	□No
(a)	Does he/she monito	r invoices?			✓ Yes	□No
(2) Wh	no is authorized to app	rove invoices? Administrative se	ergeant, lieutenants, and	the commander.		
b. What is	the background expe	rience of the Automotive Technicia	ın (AT)? Varied experie	ence working in the autor	motive tra	de, car
dealers	hips, automotive serv	ce centers, & service stations.				
(1) Are	sufficient instructions	and training provided?			✓ Yes	□No
(2) Is h	ne/she a qualified med	hanic at journey person level?			✓ Yes	□No
(3) Do	es he/she attend traini	ng on new model vehicles?			✓ Yes	□No
(4) Doe	es the AT have good r	apport with Area personnel and ve	ndors?		✓ Yes	□No
(5) Doe	es the AT ensure vehi	cles are available at shift change?			√ Yes	□No
(6) Doe	es the AT periodically	attend staff meetings?			☐ Yes	✓ No
(7) Doe	es the AT have ideas/s	suggestions for improving the prog	ram?		✓ Yes	□No
c. How mu	ch maintenance work	is being done by the AT? The Are	ea AT's perform approxi	mately 75% of the fleet i	maintenan	ce, excluding
flush m	aintenance.					
(1) Is h	e/she qualified to perf	orm maintenance and minor repair	rs?		✓ Yes	□No
(a)	If these duties are no	t being performed, why not? The	e AT's suggest the Area l	nire a full time maintena	nce worke	r to improve
	the program.					
d. What ot	her duties or responsi	bilities are placed on the AT? Bu	ilding maintenance, jani	tor duties, 33E's, fleet fo	cus, requi	sition parts/
supplies	supplies, estimates, & scheduling services.					
2. VEHICLE U	SE		Yes	No REQUIRED	CORRECTED N/A	
a. How ma	ny "E" Class vehicles	are assigned to the Area? Forty-s				

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	53F (Rev. 6-06) OPI 009				
	(1) Is there an unmarked patrol vehicle assigned for the comm	mander?		✓ Yes	☐ No
	(2) If the number of vehicles assigned is in excess of the form	nula, what justificatio	on has been made? N/A		
	· · · · · · · · · · · · · · · · · · ·				
b.	Are there procedures in place to ensure there are sufficient ve	hicles available at t	he beginning of each shift?		☐ No
	(1) Are officers allowed to perform minor corrections in order	to keep the vehicles	s on the road?	✓ Yes	□ No
	(a) Is there a supply of tools and minor equipment availal	ble?		✓ Yes	□ No
C.	What is the justification for any vehicle kept at employees hom	es after duty hours'	? The need to respond to em	ergencies di	iring off-
	hours. This applies to the commander, motorcycle officers, ca	anine officer, and re	esident post officers (STD 37	7's).	
d.	Who does the commander allow to ride in vehicles? Prospect	ive cadets, media p	ersonnel, allied agencies, and	judicial me	mbers.
	(1) Do supervisors use the CHP 428, Release and Waiver of	Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period of time	?		✓ Yes	☐ No
B. SEI	RVICE ARRANGEMENTS	Yes	ACTION REQUIRED	CORRECTED N/A)
а.	What vendors are being used for servicing or repairing vehicles		W, North County BMW, Dre		·l Burger
	Dodge, & All Star Glass.				
	(1) Are they authorized dealers?			✓ Yes	□No
	(2) What process was used in selecting a service vendor? A	Authorized dealers,	type of maintenance that is n	eeded, the ti	
	(2) What process was used in selecting a service vendor? A to complete the repair, and the total cost of the job.	Authorized dealers,	type of maintenance that is n	eeded, the ti	
			type of maintenance that is n	eeded, the ti	
	to complete the repair, and the total cost of the job.		type of maintenance that is n	eeded, the ti	
ı	to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per	hour.	type of maintenance that is n		me necessar
	to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts?	hour. ndors?		✓ Yes	me necessar
	to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven	hour. ndors?		✓ Yes	me necessar
(to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven (5) Does the Area constantly change vendors, or work out pro-	hour. ndors? nblems in order to m	naintain good	☑ Yes ☑ Yes	me necessar ☐ No ☐ No
(to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven long-term relationships?	hour. idors? iblems in order to m agement Manual, w	naintain good hen making purchases?	✓ Yes ✓ Yes ✓ Yes	me necessar ☐ No ☐ No ☐ No
((b.	to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven long-term relationships? (5) Does the Area constantly change vendors, or work out prolong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Management of the policy in HPM 11.	hour. Indors? Indors in order to make agement Manual, was ted with weekend make and the control of the contro	naintain good hen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	☐ No ☐ No ☐ No ☐ No ☐ No ☐ No
(b. (to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven (5) Does the Area constantly change vendors, or work out prolong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Manalf vehicle availability has been a problem, has Area experiment	hour. Indors? Indors in order to make agement Manual, was ted with weekend make and the control of the contro	naintain good hen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	☐ No ☐ No ☐ No ☐ No ☐ No ☐ No
b. (to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven long-term relationships? (5) Does the Area constantly change vendors, or work out prolong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Manalif vehicle availability has been a problem, has Area experiment (1) What percentage of the fleet is needed on weekends? 65	hour. dors? blems in order to magement Manual, was ted with weekend manual.	naintain good hen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No No No No No
b. (to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven long-term relationships? (5) Does the Area constantly change vendors, or work out prolong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Manalif vehicle availability has been a problem, has Area experiment (1) What percentage of the fleet is needed on weekends? 65 (2) Are there shortages of vehicles on Mondays?	hour. Idors? Idors in order to magement Manual, was ted with weekend manual in the control of	naintain good hen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	Mo No No No No No No No No No No No No No
b. (to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven (5) Does the Area constantly change vendors, or work out prolong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Mana If vehicle availability has been a problem, has Area experiment (1) What percentage of the fleet is needed on weekends? 65 (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most	hour. Idors? Iblems in order to magement Manual, was ted with weekend manual and the control of the control o	naintain good hen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No No No No No No
b. ((to complete the repair, and the total cost of the job. (3) What are the hourly rates being charged? \$65 to \$92 per (a) Are discounts given on parts? (4) Has the command shopped for the most cost effective ven (5) Does the Area constantly change vendors, or work out prolong-term relationships? (6) Does the AT adhere to policy in HPM 11.2, Materials Manalf vehicle availability has been a problem, has Area experiment (1) What percentage of the fleet is needed on weekends? 65 (2) Are there shortages of vehicles on Mondays? (3) If more than one AT, are their hours/days scheduled most (a) Is overtime needed for maximum enforcement periods	hour. Indors? Indors? Indors in order to magement Manual, was ted with weekend manual indorested with weekend manual indorested with weekend manual indoperation in the secon	naintain good hen making purchases? naintenance?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No No

FLEET MANAGEMENT

	(2)	ls	the Area's vehicle washing procedure practica	al and economical?		✓ Yes	□No
		(a)	Is excessive officer time used to wash vehice	cles?		Yes	✓ No
	(3)	ls t	there more than one car wash facility available	e?		✓ Yes	□No
	(4)	Are	e vehicles being excessively washed or detail	ed?		Yes	✓ No
	(5)	Do	es the Area have a maintenance worker or ja	nitor wash cars?		☐ Yes	✓ No
-	(6)	ls t	here any other program that can be of assista	ance in washing cars?		☐ Yes	✓ No
d	d. How do officers report defective equipment? B/O vehicle log, B/O radio log, & B/O radar log, which are located					cated at the p	atrol vehicle
	ke	y bo	ard.				
	(1)	Wh	no is authorized to declare a vehicle unsafe fo	r patrol? Any CHP employ	/ee.		
		(a)	Who determines when a vehicle is safe after	r repair or checking of defect	s? The ASM or supervisor.		
		(b)	Does he/she sign off the report form and inc	licate what has been done?		✓ Yes	□No
		(c)	Is this system effective?			✓ Yes	□No
		(d)	How long are records kept? Three years.				
-		(e)	Is there a system in place to check vehicles	for defects after high speed	pursuits?	✓ Yes	□No
4. N	IILEA	GE	MANAGEMENT	Yes	ACTION REQUIRED No	CORRECTED N/A	
a	. Doe	es Ai	rea have a system to ensure equitable mileag	(1) (1) (1)	3/1/3/0	✓ Yes	□No
	(1)	Are	vehicles run out in the same order they are r	eceived?		Yes	☑ No
	(2)	Is ti	nere an appropriate spread of odometer read	ings so that vehicles are run	out at regular intervals?	✓ Yes	□No
		(a)	If not, can adjustments be made to accompl	ish this?		☐ Yes	□ No N/A
b.	Hov	v are	e adjustments to mileage accomplished? Pu	sh cars are assigned at briefi	ngs to increase mileages on	low mileage	cars.
	(1)	Do	field supervisors and officers understand thei	r responsibility in vehicle ass	ignments?	✓ Yes	□No
	(2)	Doe	es the AT understand what is required?			✓ Yes	□No
	(3)	Doe	es the Area have a "personalized vehicle assi	gnment" program?		✓ Yes	□No
		(a)	If so, how does it effect mileage averaging?	The Area strives to mainta	nin equitable mileage accum	ılation on all	vehicles and
			run out vehicles consistent with their in-ser	vice dates.			
C.	Hov	v doe	es the Area project run outs? The AT's proj	ect the vehicle run out date I	by averaging the vehicle mile	eage for the p	ast six
	mo	nths	and calculating an estimated future mileage	accumulation.			
	(1)	ls F	OS provided 30-45 days advance notice?			✓ Yes	□No

FLEET MANAGEMENT

	(2)	What has been the condition of vehicles returned to FOS?	Vehicles are re	eturned in	good condition, avai	lable for patro	l use.
	(3)	Are the right equipment options completed?				✓ Yes	□No
5. /	UTC	MOTIVE WORK AREA/EQUIPMENT	Yes		ACTION REQUIRED No	CORRECTED N/A	
а	. Is	there adequate space and comfort in the AT office?		✓ Yes	□No		
	(1)	Is the office arranged neatly, and are all bulletins and manua	als current?			✓ Yes	□No
	(2)	Does the AT maintain a service and flat rate manual?				✓ Yes	□No
b	. Is	the space for working on vehicles adequate?				✓ Yes	□No
	(1)	Is it clean and organized?				✓ Yes	□No
С	. Do	es the AT have the supply of tools listed in HPM 31.1, Fleet C	perations Man	ual, Chapt	er 6?	✓ Yes	□No
	(1)	Is there an inventory?				✓ Yes	□No
		(a) When was it last checked? July 2008				☐ Yes	□No
	(2)	Are the tools located where they can be easily accessed by	the AT when w	orking on	vehicles?	✓ Yes	□No
		(a) Are they clean and properly maintained?				✓ Yes	□No
		(b) Is there security for the tools when the AT is not presen	t?		٠	✓ Yes	□No
		(c) Who has access to the tools?				Yes	□No
d	. Do	es the AT have the equipment necessary to perform all requir	ed tasks?			✓ Yes	□No
	(1)	If not, has it been budgeted for and/or ordered?				☐Yes	□No
е	. Is t	the equipment neat, clean and in good repair?				✓ Yes	□No
	(1)	Have replacements been planned and budgeted for?				☐ Yes	☑ No
f.	Are	there additional tools or items of equipment needed?				Yes	✓ No
	(1)	Could the AT be more effective if they were available?				☐ Yes	✓ No
	(2)	Can they and/or have they been requisitioned or requested?				Yes	✓ No
6. T	IRES	, PARTS AND SUPPLIES	Yes		ACTION REQUIRED NO	CORRECTED N/A	
а	ls t	he space provided for parts and supplies adequate?				✓ Yes	□No
	(1)	If not, can more space be provided?				Yes	□ NO N/A
	(2)	Is the space neatly and logically organized?				✓ Yes	□No
	(3)	Is there adequate security?				✓ Yes	□No
	(4)	Who has access to the parts/supplies? ASM's, salvage &	VIN officers, j	anitor, sup	ervisors, & manage	ment.	
	(5)	Are batteries stored in a dry location, off the cement floor?				✓ Yes	□No
b.	Are	automotive parts and supplies inventoried and maintained in	Fleet Focus (F	F) as requ	uired?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

C. Are reasonable numbers of partissupplies stocked? (1) Are there obsolete parts on hand? (2) Yes No (3) Are adequate records maintained for tires, and are all tires accounted for? (3) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? (4) Are proper guidelines in place for record keeping? (5) Are proper guidelines in place for record keeping? (6) Are proper guidelines in place for record keeping? (7) Yes No (8) Are tire sproperly safeguarded from theft or misuse? (9) Are proper guidelines in place for more than the original of the purchasing services Unit of Business Services Section? (9) Are proper guidelines in place for record keeping? (10) Are tire sproperly safeguarded from theft or misuse? (11) Are tire sproperly safeguarded from theft or misuse? (12) Are tires properly safeguarded from theft or misuse? (13) Are tires properly safeguarded from theft or misuse? (14) Is access to the tires testricted to the AT and his/her assistant or backup? (27) Yes No (38) Does Area provide motorcycle vendors with a stock of tires? (28) Is adequate records maintained for used tires? (29) Yes No (30) Are adequate records maintained for used tires? (40) Is the disposition of used tires within policy? (51) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? (52) Are either tires or batteries being traded to offset installation costs? (53) Are the provisions of any tire or battery disposal contract being met? (64) Are all containers (other tinat the original) containing hazardous materials properly marked? (9) Yes No (10) Are all containers (other tinat the original) containing hazardous materials properly marked? (10) Yes No (11) Who conducted the count? Sergeant Mark Crofton, #11255		(a) Is self-service or full-service used? Self-service only.		
(1) Are there obsolete parts on hand?		in CHP 33's.		
(1) Are there obsolete parts on hand? d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? Z Yes No e. Are adequate records maintained for thres, and are all tires accounted for? Z Yes No (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? Z Yes No (2) Are proper guidelines in longe for record keeping? Z Yes No (a) Are records reviewed by management? Z Yes No (a) Are tires properly safeguarded from theft or misuse? (a) How are tires stored? Gated area secured by a locking gate. (4) Is access to the tires restricted to the AT and his/her assistant or backup? (b) Does Area provide motorcycle vendors with a stock of tires? (c) Yes No (d) Does it appear tires are being replaced prematurely? Yes No (a) Is the disposition of used tires within policy? I How are old tires/batteries disposed of? Tires: Three bids for sale or state contract vendor. Batteries: State contract vendor. (1) Is the Sale of Discarded Tires/Junk Batteries/Jused Rotors (CHP 265) sent to prospective bidders? Yes No (2) Are either tires or batteries being traded to offset installation costs? Yes No (3) Are the provisions of any tire or battery disposal contract being met? Yes No (4) Who conducted the count? Sergeant Mark Crofton, #11255 7. FUEL DISPENSING FACILITY Pues No a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the		(1) What procedures have been established for purchasing fuel from service stations in emergencies	? Voyager gas card	s are located
(1) Are there obsolete parts on hand? d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? d. Are adequate records maintained for tires, and are all tires accounted for? (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? (2) Are proper guidelines in place for record keeping? (3) Are tires properly safeguarded from theft or misuse? (4) Are records reviewed by management? (5) Are tires properly safeguarded from theft or misuse? (6) Does Area provide motorcycle vendors with a stock of tires? (7) Are adequate records maintained for used tires? (8) Pyes No (9) Are adequate records maintained for used tires? (1) Is the disposition of used tires within policy? (1) Is the Sale of Discarded Tires/Junik Batteries/Jused Rotors (CHP 265) sent to prospective bidders? (2) Yes No (3) Are either tires or batteries being traded to offset installation costs? (4) Is the Sale of Discarded Tires/Junik Batteries/Jused Rotors (CHP 265) sent to prospective bidders? (5) No (6) Are either tires or batteries being traded to offset installation costs? (7) Yes No (8) Are the provisions of any tire or battery disposal contract being met? (9) Yes No (1) Are all containers (other that the original) containing hazardous materials properly marked? (1) Yes No (1) Who conducted the count? Sergeant Mark Crofton, #11255	a.		 ✓ Yes	□No
(1) Are there obsolete parts on hand? d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	7. FU	LIFE DISPENSING FACILITY	ALL STATES OF ST	D
(1) Are there obsolete parts on hand? d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?				
(1) Are there obsolete parts on hand? d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? version of the Area at a stock parts/supplies purchased by the Department, and provide them to the vendor for installation? version of the Area at a stock parts/supplies purchased by the Department, and provide them to the vendor for installation? version of the Area at a stock parts/supplies purchased by the Department, and provide them to the vendor for installation? version of the Area adequate records maintained for tires, and are all tires accounted for? version of the Area adequate records provided and ordered through the Purchasing Services Unit of Business Services Section? version of the Area adequate records reviewed by management? version of the Area records reviewed by management? version of the Area records reviewed by management? version of the Area accurred by a locking gate. versi		(1) Who conducted the count? Sergeant Mark Crofton, #11255		
(1) Are there obsolete parts on hand?	h.	. Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
(1) Are there obsolete parts on hand?		(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
(1) Are there obsolete parts on hand?	g.	. Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□ No
(1) Are there obsolete parts on hand?		(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
(1) Are there obsolete parts on hand?		(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
(1) Are there obsolete parts on hand?		(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders'	?	□No
(1) Are there obsolete parts on hand?		And And Color of the Color of t		
(1) Are there obsolete parts on hand?	f.			
(1) Are there obsolete parts on hand?				
(1) Are there obsolete parts on hand?				
(1) Are there obsolete parts on hand? d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?				
(1) Are there obsolete parts on hand?				
(1) Are there obsolete parts on hand?		(4) Is access to the tires restricted to the AT and his/her assistant or backup?	[7] Yes	□ No
(1) Are there obsolete parts on hand?		(a) How are tires stored? Gated area secured by a locking gate.		
(1) Are there obsolete parts on hand?			✓ Yes	□No
(1) Are there obsolete parts on hand?		(a) Are records reviewed by management?		
(1) Are there obsolete parts on hand?		(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
(1) Are there obsolete parts on hand?				□No
(1) Are there obsolete parts on hand?	e.	e. Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	d.	I. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for inst	allation?	□No
c. Are reasonable numbers of parts/supplies stocked?		(1) Are there obsolete parts on hand?	Yes	☑ No
	C.	c. Are reasonable numbers of parts/supplies stocked?	✓ Yes	□ No

FLEET MANAGEMENT

	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	o. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	✓ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section?	☐ Yes	✓ No
C.	. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d	l. Who fuels the vehicles? ASM's, school bus coordinator, janitor, officers, supervisors, & managers.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
е	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank? Area management, sergeants, and A	T's have a	ccess to the
	keys to the storage tank.		
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles? Daily fuel log filled out by the driver of the	vehicle.	
	(1) Are records maintained as required?	✓ Yes	□ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Reconciliation is completed at the en	d of the m	onth using
	the fuel logs and comparing usage with the form 33's of all vehicles.		
g.	. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
	(1) When was the pump meter last checked for accuracy? September 27, 2007		
h.	. Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Averages once a month.		
	(2) At what level is it refilled? 1500 gallons		
i.	How does the Area secure the fuel pumps when they are not in use? Each filler nozzle has a keyed padlock to p	revent una	uthorized use
	(1) Is the system adequate?	✓ Yes	□No
	(2) Is it utilized by all personnel?	✓ Yes	□No

FLEET MANAGEMENT

	DA FETV	EVALUATED	ACTION REQUIRED	CORRECTED	
8. E	SAFETY	Yes	No	N/A	
а	a. Does the Area conduct an inspection of the facility twice each y	ear to detect safety	hazards?	✓ Yes	□ No
	(1) Are the AT's work areas inspected?			✓ Yes	□No
b	o. Are there possible unsafe conditions within the AT's work areas	?		Yes	☑ No
	(1) Is the shop floor clean and free of any spills?	✓ Yes	□No		
	(2) Are electrical cords or hoses posing a hazard?			Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□No
	(4) Are any batteries leaking or stored improperly?			Yes	✓ No
	(5) Are there loose items on the floor?			Yes	☑ No
	(6) Is the bench grinder firmly affixed, and are there safety glass	✓ Yes	□No		
	(a) Are they worn by the AT?			✓ Yes	□No
	(7) Is the battery charger in a safe place?			✓ Yes	□No
	(8) Are masks available for AT's to wear when servicing brakes	✓ Yes	□No		
	(a) If yes, are they worn?	✓ Yes	□No		
	(9) Are jack stands properly utilized?			✓ Yes	□No
С	. What is the Area occupational safety record as it relates to fleet	management? Ex	xcellent. The last injury oc	curred on Feb	oruary 15,
	2008. Prior to that, there were no reported injuries,				
	(1) Have any injuries been prevented with an improved safety	awareness progran	1?	☐ Yes	☑ No
9. \	VEHICLE RECORDS AND MAINTENANCE	Yes	No No	CORRECTED N/A)
а	. Are fleet records logically filed?			✓ Yes	□No
	(1) Are they conveniently located and available to the AT and s	supervisor?		✓ Yes	□No
	(2) Do files contain all required documents?			✓ Yes	□No
	(a) If documents are not in files, where are they located?	N/A			
b	Do the Fleet Focus (FF) documents comply with the instructions	s in HPM 31.1, Flee	et Operations Manual?	✓ Yes	□No
_	(1) Are documents legible and complete?			✓ Yes	□No
_	(2) Who reviews the FF reports? Auto Technicians & Admini	strative Sergeant N	Iark Crofton, #11255		
	(3) How is the information used in Area's fleet administration?			mileage distri	bution.
C.	. Is the CHP 424 current?			✓ Yes	□No
	(1) Does the CHP 424 reveal any unusual repair patterns or du	uplicate services?		Yes	✓ No

FLEET MANAGEMENT

	(2) Have required services been done at the proper mileage?			✓ Yes	□No
d	. Is the Area using the most effective and economical method of re	pairing/maintaining the	fleet?	✓ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			✓ Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No
	(3) Is work being done by vendors that should be done by the A	Τ?		Yes	☑ No
	(4) Are there any warranty problems?		Yes	☑ No	
	(a) If so, are they being resolved?	· · · · · · · · · · · · · · · · · · ·		☐Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			Yes	☑ No
	(6) Does the commander or his/her designee review and/or appr	rove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval in	ndicated on the invoice?	The threshold limit is \$	2500.00.	All
	approvals are stamped and signed on the original invoice	÷.			
е.	Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to the AT	?		✓ Yes	□No
10.	CONDITION OF THE FLEET	Yes Yes	ACTION REQUIRED No	CORRECTED N/A	
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are the	here any patterns or pro	blems identified?	☐ Yes	✓ No
	(1) Have any unauthorized modifications been made on vehicles	5?		☐ Yes	☑ No
11.	MOTORCYCLES	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A	
a.	Is the Area commander involved and kept informed of motorcycle			✓ Yes	□No
	(1) Are the program objectives clearly understood by the comman	nder and supervisors?		✓ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motorcycle	e operations?		✓ Yes	□No
b.	Are motorcycles being deployed in conformance with department	al policy and Fleet Oper	ations Bulletins?	✓ Yes	□No
	(1) Are motorcycles being used on beats with predominantly high	h speed problems?		Yes	✓ No
	(2) Are motorcycles used for special duty officer transportation?			Yes	☑ No
	(3) Are motorcycles parked at the Area office during vacations a	nd extended days off?	44-2	✓ Yes	□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed toge	ether?		✓ Yes	□No
	(1) What system is in place to verify understanding and compliar	nce? Bulletins are disc	cussed at quarterly moto	rcycle trair	ning days and
	also emailed to all motor riders.		-		
	(2) Are Bulletins discussed with riders?			✓ Yes	□No
d.	What type of active safety program does the Area have? Biannu	al supervisor ride-along	s & periodic quarterly C	 CMTO ride	-alongs.
-					

FLEET MANAGEMENT

-				
	(1)) Is there a Defensive Rider Program?	✓ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	✓ Yes	□No
	(3)) What is the Area's safety record? Safety record is excellent. The last preventable collision was in 2006.		
-		(a) How does it compare with Division and statewide rates? Our safety record is above average.		
	(4)	Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
		(a) Are mandatory exercises being conducted?	✓ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
е.	Are	e emergency radio repairs made at the office or at the radio shop? Both locations and also through vendor: F	VP comm	unications
	(1)	Are the arrangements satisfactory?	✓ Yes	□No
	(2)	Is the repair person proficient?	✓ Yes	□No
	(3)	Is service available on weekends?	☐Yes	✓ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
	(6)	Are any repairs being done by riders?	☐Yes	✓ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐Yes	☑ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	□ NO N/A
g.	ls t	there adequate space to park and/or store motorcycles?	✓ Yes	□ No
	(1)	Is safety compromised?	☐Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	☑ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	□No
		(a) Has it been inspected and approved?	✓ Yes	□No
		(b) Are records of the approval on file?	✓ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	✓ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	✓ Yes	□No
	(2)	Is there ample supply available?	✓ Yes	□No
	(3)	Are spare tires available?	☐ Yes	☑ No
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(4)	Is a battery charger available?	✓ Yes	□No

FLEET MANAGEMENT

	(5) Is	s there security and an accurate inventory kept?	✓ Yes	□No
i.	What	arrangements have been made for servicing and repairing motorcycles? Two motorcycle dealerships are a	vailable fo	r service, San
	Dieg	o BMW & North County BMW.		
	(1) Is	s it satisfactory and cost effective?	✓ Yes	□No
	(2)	oes the maintenance program minimize officer and vehicle down time?	✓ Yes	□No
	(3) F	y the moto	rcycle	
	S	upervisor.		
	(4) D	o motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐Yes	☑ No
	(8	a) Is a supervisor's permission required?	Yes	☑ No
	(k	b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
	(5) If	not ridden, how are motorcycles transported to vendors for repairs? Transported via flatbed tow truck or	motorcycl	e trailer.
	(6) D	oes the Area have a motorcycle trailer?	✓ Yes	□No
	(8	a) How often is it used? Five to ten times a year.		
	(b) If one is not available, has Area budgeted for one?	☐Yes	□ No N/A
j.	Are ve	hicle files logically kept and up-to-date?	Yes	□No
	(1) D	oes a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	✓ No
	(2) D	oes the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
	(3) Is	service up-do-date?	✓ Yes	□No
k.		aily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, solventially Motorcycle Inspection List, completed as required?	✓ Yes	□No
	(1) A	re mechanical discrepancies recorded with the date noted and date corrected?	Yes	✓ No
	(2) A	re the forms filed for the life of the motorcycle?	✓ Yes	□No
I.		g the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the notorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

urea file

STATE OF CALIFORNIA
DEPARTMENT OF GALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Rainbow I.F.	Border	686
EVALUATED BY		DATE
Sgt. M.G. Brown,	#11184	09/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		ALUATION al Evaluation	Informal Evaluation	SUSPENSE DATE			
	Yes	required No	☐ Correction Report	COMMANDER'S REVIEW	Spect is		11-2009
1. A	REA	ADMINISTRATION		evaluated 09/02/09	No ACTION REQUIRED	CORRECTE	
a.	ls t	here a clear line of s	upervision and accountability for the	Area's fleet manageme	ent?	✓ Yes	□No
	(1)	Is the Area comma	nder involved and informed?			✓ Yes	□No
		(a) Does he/she m	nonitor invoices?			☐Yes	✓ No
	(2)	Who is authorized t	to approve invoices? See Attached				
b.	Wh	at is the background	experience of the Automotive Techn	nician (AT)? N/A - Se	e Attached.		
	(1)	Are sufficient instru	ctions and training provided?			☐ Yes	□No
	(2)	Is he/she a qualified	d mechanic at journey person level?			☐ Yes	□No
	(3)	Does he/she attend	training on new model vehicles?			☐ Yes	□No
	(4)	Does the AT have g	good rapport with Area personnel an	d vendors?		☐Yes	□No
	(5)	Does the AT ensure	e vehicles are available at shift chan	ge?		Yes	□No
	(6)	Does the AT period	ically attend staff meetings?			☐ Yes	□No
	(7)	Does the AT have i	deas/suggestions for improving the p	orogram?		Yes	□No
C.	Hov	w much maintenance	work is being done by the AT?				
	(1)	Is he/she qualified t	o perform maintenance and minor re	epairs?		∐Yes	□No
		(a) If these duties	are not being performed, why not?		/		
d.	Wha	at other duties or res	ponsibilities are placed on the AT?				
2. VE	HICI	LE USE	**	09/02/09	ACTION REQUIRED	CORRECTE	D
a.	Hov	v many "E" Class vel	nicles are assigned to the Area? Se	ee Attached			

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ONIG. GOI - CCTD DHIF / SGAT. BROWN

FLEET MANAGEMENT

CHP	453F	(Rev.	6-06)	OPI	009

(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Sec	e Attached	
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift	ft?	□No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☐ Yes	✓ No
(a) Is there a supply of tools and minor equipment available?	☐ Yes	√ No
c. What is the justification for any vehicle kept at employees homes after duty hours? See Attached		
d. Who does the commander allow to ride in vehicles? See Attached		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	☐ Yes	□No
(a) Is the CHP 428 kept for the appropriate period of time?	☐ Yes	□No
3. SERVICE ARRANGEMENTS EVALUATED NO ACTION REQUIRED	CORRECTED	
a. What vendors are being used for servicing or repairing vehicles?		
(1) Are they authorized dealers?	☐ Yes	□No
(2) What process was used in selecting a service vendor?		
(3) What are the hourly rates being charged?		
(a) Are discounts given on parts?	☐ Yes	□No
(4) Has the command shopped for the most cost effective vendors?	Yes	□No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good	_	
long-term relationships?	∐ Yes	□ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	☐ Yes	□No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	Yes	□No
(1) What percentage of the fleet is needed on weekends?		
(2) Are there shortages of vehicles on Mondays?	☐ Yes	□ No
(3) If more than one AT, are their hours/days scheduled most effectively?	☐ Yes	□No
(a) Is overtime needed for maximum enforcement periods?	Yes	□No
c. Are provisions adequate to ensure regular washing of vehicles?	Yes	□No
(1) How are interiors cleaned?		

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AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical and economical? (a) Is excessive officer time used to wash vehicles?	Yes	D No.
(a) Is excessive officer time used to wash vehicles?	L 163	☐ No
	Yes	□No
(3) Is there more than one car wash facility available?	Yes	□No
(4) Are vehicles being excessively washed or detailed?	Yes	□No
(5) Does the Area have a maintenance worker or janitor wash cars?	Yes	□No
(6) Is there any other program that can be of assistance in washing cars?	Yes	□No
d. How do officers report defective equipment?		
(1) Who is authorized to declare a vehicle unsafe for patrol?		
(a) Who determines when a vehicle is safe after repair or checking of defects?		
(b) Does he/she sign off the report form and indicate what has been done?	Yes	□No
(c) Is this system effective?	Yes	□No
(d) How long are records kept?		
	Yes	□No
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	Yes	□No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT EVALUATED ACTION REQUIRED No		□ No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	CORRECTED)
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received?	CORRECTED Yes	□ No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	CORRECTED ☐ Yes ☐ Yes	□ No
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(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	□ No □ No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	□ No □ No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No □ No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required? (3) Does the Area have a "personalized vehicle assignment" program?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required? (3) Does the Area have a "personalized vehicle assignment" program?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required? (3) Does the Area have a "personalized vehicle assignment" program?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required? (3) Does the Area have a "personalized vehicle assignment" program? (a) If so, how does it effect mileage averaging?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required? (3) Does the Area have a "personalized vehicle assignment" program? (a) If so, how does it effect mileage averaging?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No
(e) Is there a system in place to check vehicles for defects after high speed pursuits? 4. MILEAGE MANAGEMENT a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (1) Are vehicles run out in the same order they are received? (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? (a) If not, can adjustments be made to accomplish this? b. How are adjustments to mileage accomplished? (1) Do field supervisors and officers understand their responsibility in vehicle assignments? (2) Does the AT understand what is required? (3) Does the Area have a "personalized vehicle assignment" program? (a) If so, how does it effect mileage averaging?	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	No

FLEET MANAGEMENT

(2) What has been the condition of vehicles returned to FOS?		
(3) Are the right equipment options completed?	Yes	□ No
5. AUTOMOTIVE WORK AREA/EQUIPMENT Po STATE NO ST	CORRECTED	9
a. Is there adequate space and comfort in the AT office?	☐Yes	□No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	☐ Yes	□No
(2) Does the AT maintain a service and flat rate manual?	☐ Yes	□No
b. Is the space for working on vehicles adequate?	☐Yes	□No
(1) Is it clean and organized?	☐Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	Yes	□No
(1) Is there an inventory?	Yes	□No
(a) When was it last checked?	Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	☐Yes	□No
(a) Are they clean and properly maintained?	Yes	□No
(b) Is there security for the tools when the AT is not present?	Yes	□No
(c) Who has access to the tools?	Yes	□No
d. Does the AT have the equipment necessary to perform all required tasks?	☐ Yes	□No
(1) If not, has it been budgeted for and/or ordered?	Yes	□No
e. Is the equipment neat, clean and in good repair?	Yes	□No
(1) Have replacements been planned and budgeted for?	Yes	□No
f. Are there additional tools or items of equipment needed?	Yes	□No
(1) Could the AT be more effective if they were available?	Yes	□No
(2) Can they and/or have they been requisitioned or requested?	☐Yes	□No
6. TIRES, PARTS AND SUPPLIES EVALUATED NO ACTION REQUIRED	CORRECTED	> :
a. Is the space provided for parts and supplies adequate?	☐Yes	□No
(1) If not, can more space be provided?	☐Yes	□No
(2) Is the space neatly and logically organized?	Yes	□No
(3) Is there adequate security?	Yes	□No
(4) Who has access to the parts/supplies?		
(5) Are batteries stored in a dry location, off the cement floor?	☐ Yes	No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	Yes	□No
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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

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С	. Are reasonable numbers of parts/supplies stocked?	☐ Yes	□No
	(1) Are there obsolete parts on hand?	Yes	□No
d	. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	Yes	□No
е	Are adequate records maintained for tires, and are all tires accounted for?	Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	□Yes	□No
	(2) Are proper guidelines in place for record keeping?	Yes	□No
	(a) Are records reviewed by management?	Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	☐Yes	□No
	(a) How are tires stored?		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	□No
	(6) Does it appear tires are being replaced prematurely?	☐Yes	□No
	(7) Are adequate records maintained for used tires?	Yes	□No
	(a) Is the disposition of used tires within policy?	Yes	□No
f.	How are old tires/batteries disposed of?		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	□No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	□ No
	(3) Are the provisions of any tire or battery disposal contract being met?	Yes	□ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	Yes	□No
	(1) Who conducted the count?		
			k!
7. FU	EL DISPENSING FACILITY EVALUATED NO	CORRECTED)
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☐Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
	(a) Is self-service or full-service uséd?		

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(2) Is there a written policy, and is it complied with?	☐Yes	□No
b. Is the fuel island clean and neat?	Yes	□No
(1) Does it need repair or painting?	Yes	□No
(2) Are fuel, water and air hoses in good repair?	Yes	□No
(3) Is the break-away coupler installed?	Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
(5) Is there a clean oil storage rack?	Yes	□No
(6) Is the lighting adequate?	☐Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	Yes	□No
(8) Have problems been reported to Facilities Section?	Yes	□No
c. Is there an adequate amount of supplies available to officers?	Yes	□No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	Yes	□No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	Yes	□No
(2) Is it utilized by all personnel?	Yes	□No

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8. SAFETY ROUTED ACTION REQUIRED NO	RED CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	☐ Yes ☐ No
(1) Are the AT's work areas inspected?	☐ Yes ☐ No
b. Are there possible unsafe conditions within the AT's work areas?	☐ Yes ☐ No
(1) Is the shop floor clean and free of any spills?	☐ Yes ☐ No
(2) Are electrical cords or hoses posing a hazard?	☐ Yes ☐ No
(3) Are fire extinguishers charged, inspected and of the proper type?	☐ Yes ☐ No
(4) Are any batteries leaking or stored improperly?	☐ Yes ☐ No
(5) Are there loose items on the floor?	☐ Yes ☐ No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	☐ Yes ☐ No
(a) Are they worn by the AT?	☐ Yes ☐ No
(7) Is the battery charger in a safe place?	☐ Yes ☐ No
(8) Are masks available for AT's to wear when servicing brakes?	☐ Yes ☐ No
(a) If yes, are they worn?	☐ Yes ☐ No
(9) Are jack stands properly utilized?	☐ Yes ☐ No
c. What is the Area occupational safety record as it relates to fleet management?	
(1) Have any injuries been prevented with an improved safety awareness program?	☐ Yes ☐ No
9. VEHICLE RECORDS AND MAINTENANCE REQUIRED NO ACTION REQUIRED	RED CORRECTED
a. Are fleet records logically filed?	☐ Yes ☐ No
(1) Are they conveniently located and available to the AT and supervisor?	☐ Yes ☐ No
(2) Do files contain all required documents?	☐ Yes ☐ No
(a) If documents are not in files, where are they located?	
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manu	ual? Yes No
(1) Are documents legible and complete?	☐ Yes ☐ No
(2) Who reviews the FF reports?	
(3) How is the information used in Area's fleet administration?	
c. Is the CHP 424 current?	☐ Yes ☐ No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	☐ Yes ☐ No

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	(2) Have required services been done at the proper mileage?			☐ Yes	□No
d	d. Is the Area using the most effective and economical method of repairin	g/maintaining the	fleet?	☐ Yes	□No
	(1) Are hourly rates in line with prevailing rates?			Yes	□No
	(2) Does the AT refer to manuals for invoice cost information?			Yes	□No
	(3) Is work being done by vendors that should be done by the AT?			Yes	□No
	(4) Are there any warranty problems?			☐ Yes	□No
	(a) If so, are they being resolved?			☐Yes	□No
	(5) Is the credit card being used in lieu of an invoice?			Yes	□No
	(6) Does the commander or his/her designee review and/or approve in	voices?		☐Yes	□No
	(a) If so, is there a threshold limit, and how is the approval indicate	ed on the invoice?			
е.	e. Do invoices indicate parts are being supplied by the CHP?			Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			Yes	□No
f.	f. Are fleet operations bulletins maintained and accessible to the AT?			☐Yes	□No
10.	CONDITION OF THE FLEET ROOM NO	ATED	ACTION REQUIRED	CORRECTED)
a.	a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there a	ny patterns or pro	blems identified?	Yes	□No
	(1) Have any unauthorized modifications been made on vehicles?			Yes	□No
11.	MOTORCYCLES EVALUANO NO	TED	ACTION REQUIRED	CORRECTED	
a.	a. Is the Area commander involved and kept informed of motorcycle deplo	yment, needs, pr	oblems, etc.?	☐ Yes	□No
	(1) Are the program objectives clearly understood by the commander a	nd supervisors?		☐ Yes	□No
	(2) Does the Area have an up-to-date SOP relating to motorcycle open	ations?		☐ Yes	□No
b.	. Are motorcycles being deployed in conformance with departmental police	cy and Fleet Oper	ations Bulletins?	Yes	□No
	(1) Are motorcycles being used on beats with predominantly high spee	d problems?		☐ Yes	□No
	(2) Are motorcycles used for special duty officer transportation?			☐ Yes	□No
	(3) Are motorcycles parked at the Area office during vacations and exte	ended days off?		Yes	□No
c.	. Are Fleet Operations Bulletins pertaining to motorcycles filed together?			Yes	□No
	(1) What system is in place to verify understanding and compliance?				
	(2) Are Bulletins discussed with riders?			Yes	□No
d.	. What type of active safety program does the Area have?				

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

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	(1)	Is there a Defensive Rider Program?	Yes	□No
	(2)	Is there a sufficient number of CMTOs?	Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	Yes	□No
		(a) Are mandatory exercises being conducted?	Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
	e. Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐Yes	□No
	(2)	Is the repair person proficient?	☐Yes	□No
	(3)	Is service available on weekends?	Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g	. Is th	ere adequate space to park and/or store motorcycles?	Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□ No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h		the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2) I	s there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	Yes	□No
	(4) 1	s a battery charger available?	☐ Yes	□No

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(5) Is there security and an accurate inventory kept?	☐ Yes	□No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	☐ Yes	□No
(2) Does the maintenance program minimize officer and vehicle down time?	Yes	□No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
(a) Is a supervisor's permission required?	☐ Yes	□No
(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	☐ Yes	□No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j. Are vehicle files logically kept and up-to-date?	☐ Yes	□No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
(2) Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
(3) Is service up-do-date?	☐ Yes	□No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184 Monthly Motorcycle Inspection List, completed as required?	, ☐ Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐Yes	□No
(2) Are the forms filed for the life of the motorcycle?	☐ Yes	□No
 Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, et 	c.? Yes	□No

1. AREA ADMINISTRATION

1.a. The Facility fleet is provided by the Host Area, which in this case, is the Temecula Area Office. The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the Temecula Area fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned Automotive Technician (AT) for Temecula Area.

2. VEHICLE USE

- a. The Facility has a total of three "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. One is utilized for S/B Scale operations. The third vehicle is used for N/B Scale operations, scale sign enforcement, and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls below the established guidelines.
- b.(1) Uniformed personnel are directed to coordinate through the Host Area AT for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

SUMMARY:

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the Temecula Area Office.

R.SPECHT, Lieutenant

Commander

M.G. BROWN, #11184

Sergeant



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Desert Hills I.F.	Border	656
EVALUATED BY		DATE
Sgt. M.G. Brown, #	11184	08/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation	☑ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Yes No	☐ Correction Report	COMMANDER'S REVI	EW	DATE	
1. AREA ADMINISTRATIO	N N	08/25/09	ACTION REQUIRED No	CORRECTI	ED
a. Is there a clear line o	f supervision and accountability for the	Area's fleet managen	nent?	✓ Yes	□No
(1) Is the Area comr	nander involved and informed?			✓ Yes	□No
(a) Does he/she	monitor invoices?			☐ Yes	✓ No
(2) Who is authorize	d to approve invoices? See Attached				
b. What is the backgrou	nd experience of the Automotive Techr	nician (AT)? N/A - S	ee Attached.		
(1) Are sufficient inst	ructions and training provided?			☐ Yes	□No
(2) Is he/she a qualif	ed mechanic at journey person level?			☐ Yes	□No
(3) Does he/she atte	nd training on new model vehicles?			☐ Yes	□No
(4) Does the AT have	good rapport with Area personnel and	vendors?		☐ Yes	□No
(5) Does the AT ensu	re vehicles are available at shift chang	e?		☐ Yes	□No
(6) Does the AT perio	odically attend staff meetings?			☐ Yes	□No
(7) Does the AT have	ideas/suggestions for improving the pr	rogram?	= 1	☐ Yes	□No
c. How much maintenand	te work is being done by the AT?				
(1) Is he/she qualified	to perform maintenance and minor rep	pairs?	300.700	☐ Yes	□No
(a) If these duties	are not being performed, why not?	***			
d. What other duties or re	sponsibilities are placed on the AT?				
VEHICLE USE		08/25/09	ACTION REQUIRED	CORRECTED	
a. How many "E" Class ve	chicles are assigned to the Area? See		1 50000		

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AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□ No
-	(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? See	Attached	
-	b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift	? Ves	□ No
	(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☐ Yes	☑ No
	(a) Is there a supply of tools and minor equipment available?	☐ Yes	☑ No
	c. What is the justification for any vehicle kept at employees homes after duty hours? See Attached		
	d. Who does the commander allow to ride in vehicles? See Attached		
_	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	Yes	□No
_	(a) Is the CHP 428 kept for the appropriate period of time?	 ☐ Yes	 ☐ No
3.	SERVICE ARRANGEMENTS NOT AN AREA CONTION NO	CORRECTED	
	a. What vendors are being used for servicing or repairing vehicles?		
	(1) Are they authorized dealers?	☐ Yes	□No
	(2) What process was used in selecting a service vendor?		
	(3) What are the hourly rates being charged?		
	(a) Are discounts given on parts?	☐Yes	□No
	(4) Has the command shopped for the most cost effective vendors?	☐Yes	□No
	(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☐ Yes	□No
	(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	☐ Yes	□No
b	b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	□No
	(1) What percentage of the fleet is needed on weekends?		
	(2) Are there shortages of vehicles on Mondays?	☐ Yes	□No
	(3) If more than one AT, are their hours/days scheduled most effectively?	☐ Yes	□No
	(a) Is overtime needed for maximum enforcement periods?	☐ Yes	□No
C	. Are provisions adequate to ensure regular washing of vehicles?	☐ Yes	□No
	(1) How are interiors cleaned?		

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(2) Is the Area's vehicle washing procedure practical and economical?	☐ Yes	□No
(a) Is excessive officer time used to wash vehicles?	☐ Yes	□No
(3) Is there more than one car wash facility available?	☐ Yes	□No
(4) Are vehicles being excessively washed or detailed?	☐Yes	□No
(5) Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	□No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	□No
d. How do officers report defective equipment?		
(1) Who is authorized to declare a vehicle unsafe for patrol?		
(a) Who determines when a vehicle is safe after repair or checking of defects?		
(b) Does he/she sign off the report form and indicate what has been done?	☐ Yes	□No
(c) Is this system effective?	☐ Yes	□ No
(d) How long are records kept?		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	 ☐ Yes	No
4 MIL FAGE MANAGEMENT ACTION REQUIRED	CORRECTE	
While to by Host Alcor		
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? (4) Are vehicles and subject to ensure equitable mileage accumulation on all vehicles?	☐ Yes	□ No
(1) Are vehicles run out in the same order they are received?	Yes	□No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	☐ Yes	□ No ==
(a) If not, can adjustments be made to accomplish this?	☐ Yes	□No
b. How are adjustments to mileage accomplished?		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	Yes	□No
(2) Does the AT understand what is required?	Yes	□ No
(3) Does the Area have a "personalized vehicle assignment" program?	☐ Yes	□No
(a) If so, how does it effect mileage averaging?		111111111111111111111111111111111111111
c. How does the Area project run outs?		
(1) Is FOS provided 30-45 days advance notice?	Yes	□No

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(2) What has been the condition of vehicles returned to FOS?	-	
(3) Are the right equipment options completed?	Yes	□ No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	CORRECTE	ED
a. Is there adequate space and comfort in the AT office?	Yes	□ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	☐ Yes	□No
(2) Does the AT maintain a service and flat rate manual?	☐ Yes	□No
b. Is the space for working on vehicles adequate?	☐ Yes	□ No
(1) Is it clean and organized?	☐ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	☐Yes	☐ No
(1) Is there an inventory?	☐ Yes	□No
(a) When was it last checked?	Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	☐Yes	□No
(a) Are they clean and properly maintained?	☐ Yes	□No
(b) Is there security for the tools when the AT is not present?	☐Yes	□No
(c) Who has access to the tools?	☐ Yes	□No
d. Does the AT have the equipment necessary to perform all required tasks?	☐ Yes	□No
(1) If not, has it been budgeted for and/or ordered?	☐ Yes	□No
e. Is the equipment neat, clean and in good repair?	☐ Yes	□No
(1) Have replacements been planned and budgeted for?	☐ Yes	□No
f. Are there additional tools or items of equipment needed?	☐ Yes	□No
(1) Could the AT be more effective if they were available?	☐ Yes	□No
(2) Can they and/or have they been requisitioned or requested?	☐ Yes	□No
TIRES, PARTS AND SUPPLIES HANDLED by HOST MICH NO	CORRECTED	
a. Is the space provided for parts and supplies adequate?	☐ Yes	□No
(1) If not, can more space be provided?	☐ Yes	□No
(2) Is the space neatly and logically organized?	☐ Yes	□No
(3) Is there adequate security?	☐ Yes	□No
(4) Who has access to the parts/supplies?		
(5) Are batteries stored in a dry location, off the cement floor?	Yes	□No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	☐ Yes	□ No

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c. Are reasonable numbers of parts/supplies stocked?	☐ Yes	□No
(1) Are there obsolete parts on hand?	☐ Yes	□No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation	? 🗌 Yes	□No
e. Are adequate records maintained for tires, and are all tires accounted for?	☐ Yes	□No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☐Yes	□ No
(2) Are proper guidelines in place for record keeping?	☐ Yes	□No
(a) Are records reviewed by management?	☐ Yes	☐ No
(3) Are tires properly safeguarded from theft or misuse?	Yes	□ No
(a) How are tires stored?		
(4) Is access to the fires restricted to the AT and his/her assistant or backup?	☐ Yes	☐ No
(5) Does Area provide motorcycle vendors with a stock of tires?	☐ Yes	□No
(6) Does it appear tires are being replaced prematurely?	☐ Yes	□ No
(7) Are adequate records maintained for used tires?	☐Yes	☐ No
(a) Is the disposition of used tires within policy?	☐ Yes	□No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	☐Yes	□No
(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	□No
(3) Are the provisions of any tire or battery disposal contract being met?	☐ Yes	□No
g. Are Material Safety Data Sheets (MSDS) posted as required?	☐ Yes	□No
(1) Are all containers (other that the original) containing hazardous materials properly marked?	☐ Yes	□No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	☐ Yes	□No
(1) Who conducted the count?		
FUEL DISPENSING FACILITY No ACTION REQUIRED	CORRECTED	
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☐ Yes	□No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?		
(a) Is self-service or full-service used?		

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(2) Is there a written policy, and is it complied with?	☐Yes	□No
b. Is the fuel island clean and neat?	☐ Yes	□No
(1) Does it need repair or painting?	☐ Yes	□No
(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
(3) Is the break-away coupler installed?	☐ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
(5) Is there a clean oil storage rack?	☐ Yes	□No
(6) Is the lighting adequate?	☐ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
(8) Have problems been reported to Facilities Section?	☐ Yes	□No
c. Is there an adequate amount of supplies available to officers?	☐ Yes	□ No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	☐Yes	□ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☐ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	☐Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	☐ Yes	□No
(2) Is it utilized by all personnel?	☐ Yes	□No

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8. SAFETY NVA-	ACTION REQUIRED	CORREC	TED
a. Does the Area conduct an inspection of the facility twice each year to detect safety haza	irds?	☐ Yes	No 🗌 No
(1) Are the AT's work areas inspected?		Yes	. □ No
b. Are there possible unsafe conditions within the AT's work areas?		☐ Yes	□ No
(1) Is the shop floor clean and free of any spills?		☐ Yes	□ No
(2) Are electrical cords or hoses posing a hazard?		☐ Yes	□No
(3) Are fire extinguishers charged, inspected and of the proper type?		☐ Yes	□No
(4) Are any batteries leaking or stored improperly?		☐ Yes	□No
(5) Are there loose items on the floor?		☐ Yes	□No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?		☐ Yes	□No
(a) Are they worn by the AT?		☐ Yes	□No
(7) Is the battery charger in a safe place?		☐ Yes	□No
(8) Are masks available for AT's to wear when servicing brakes?		☐ Yes	□No
(a) If yes, are they worn?		☐ Yes	□ No
(9) Are jack stands properly utilized?		☐ Yes	□No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?		☐ Yes	□ No
No VEHICLE RECORDS AND MAINTENANCE INVOICED BY 1/205 HILES	ACTION REQUIRED	CORRECTE	D
a. Are fleet records logically filed?		☐ Yes	□No
(1) Are they conveniently located and available to the AT and supervisor?		☐ Yes	□No
(2) Do files contain all required documents?		☐Yes	□ No
(a) If documents are not in files, where are they located?			
Dath Flate, (FF)			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Opera	tions Manual?	Yes	□ No
(1) Are documents legible and complete?		☐ Yes	☐ No —————
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?		Yes	□ No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?		☐ Yes	□No

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d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? (1) Are hourly rates in line with prevailing rates? (2) Does the AT refer to manuals for invoice cost information? (3) Is work being done by vendors that should be done by the AT? (4) Are there any warranty problems? (a) If so, are they being resolved? (b) Is the credit card being used in lieu of an invoice? (c) Does the commander or his/her designee review and/or approve invoices? (d) If so, is there a threshold limit, and how is the approval indicated on the invoice? (e) Do invoices indicate parts are being supplied by the CHP? (f) If parts are on invoices, does the vendor give a discount? (g) If so, is there a threshold limit, and advised by the CHP? (g) If parts are on invoices, does the vendor give a discount? (g) Are fleet operations bulletins maintained and accessible to the AT? (g) CONDITION OF, THEFLEET. (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) ACTION REQUIRED (g) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (g) Are motorcycles being used on beats with predominantly high speed problems? (g) Are motorcycles parked at the Area office during vacations and extended days off? (g) Are motorcycles parked at the Area office during vacations and extended days off? (g) What system is in place to verify understanding and compiliance?						
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a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? (1) Have any unauthorized modifications been made on vehicles? (1) MOTORCYCLES NOTE a. is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being used on beats with predominantly high speed problems? (4) Are motorcycles used for special duty officer transportation? (5) Are motorcycles parked at the Area office during vacations and extended days off? (6) Are Fleet Operations Bulletins pertaining to motorcycles filed together? (7) What system is in place to verify understanding and compliance?	(1)	If parts are on invoices, does the vendor give a discount?			☐ Yes	□No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? (1) Have any unauthorized modifications been made on vehicles? (1) MOTORCYCLES INTIA— a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being used on beats with predominantly high speed problems? (4) Are motorcycles used for special duty officer transportation? (5) Are motorcycles parked at the Area office during vacations and extended days off? (6) Are Fleet Operations Bulletins pertaining to motorcycles filed together? (7) What system is in place to verify understanding and compliance?	f. Are	fleet operations bulletins maintained and accessible to the A	Γ?		Yes	□No
(1) Have any unauthorized modifications been made on vehicles? Yes	10. CONI	DITION OF THE FLEET	The same of the sa	ACTION REQUIRED	CORRECTED)
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? (1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (4) Are motorcycles being used on beats with predominantly high speed problems? (5) Are motorcycles used for special duty officer transportation? (6) Are motorcycles parked at the Area office during vacations and extended days off? (7) Are Fleet Operations Bulletins pertaining to motorcycles filed together? (8) What system is in place to verify understanding and compliance?	a. Usir	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pro	oblems identified?	☐ Yes	□No
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(1) Are the program objectives clearly understood by the commander and supervisors? (2) Does the Area have an up-to-date SOP relating to motorcycle operations? (3) Are motorcycles being used on beats with predominantly high speed problems? (4) Are motorcycles being used on beats with predominantly high speed problems? (5) Are motorcycles used for special duty officer transportation? (6) Are motorcycles used for special duty officer transportation? (7) Yes (8) Are motorcycles parked at the Area office during vacations and extended days off? (9) Yes (10) Are Fleet Operations Bulletins pertaining to motorcycles filed together? (11) What system is in place to verify understanding and compliance?	11. МОТС	DRCYCLES IN IA-	Name of the Control o	ACTION REQUIRED	CORRECTED)
(2) Does the Area have an up-to-date SOP relating to motorcycle operations? Yes	a. Is th	e Area commander involved and kept informed of motorcycle	e deployment, needs, pr	oblems, etc.?	☐ Yes	□No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? (1) Are motorcycles being used on beats with predominantly high speed problems? (2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Are Fleet Operations Bulletins pertaining to motorcycles filed together? (5) Are Fleet Operations Bulletins pertaining and compliance?	(1) A	Are the program objectives clearly understood by the comma	nder and supervisors?		☐ Yes	□No
(1) Are motorcycles being used on beats with predominantly high speed problems? (2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? (4) Are Fleet Operations Bulletins pertaining to motorcycles filed together? (5) What system is in place to verify understanding and compliance?	(2)	Does the Area have an up-to-date SOP relating to motorcycl	e operations?		☐ Yes	□No
(2) Are motorcycles used for special duty officer transportation? (3) Are motorcycles parked at the Area office during vacations and extended days off? C. Are Fleet Operations Bulletins pertaining to motorcycles filed together? (1) What system is in place to verify understanding and compliance?	b. Are r	motorcycles being deployed in conformance with department	al policy and Fleet Oper	rations Bulletins?	Yes	□No
(3) Are motorcycles parked at the Area office during vacations and extended days off? C. Are Fleet Operations Bulletins pertaining to motorcycles filed together? (1) What system is in place to verify understanding and compliance?	(1)	Are motorcycles being used on beats with predominantly hig	h speed problems?		Yes	□ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	(2) /	Are motorcycles used for special duty officer transportation?			Yes	□No
(1) What system is in place to verify understanding and compliance?	(3) /	Are motorcycles parked at the Area office during vacations a	nd extended days off?		☐ Yes	□No
	c. Are F	Fleet Operations Bulletins pertaining to motorcycles filed toge	ther?		☐ Yes	□No
(2) Are Bulletins discussed with riders?	(1) V	What system is in place to verify understanding and compliar	ice?			
	(2) F	Are Bulletins discussed with riders?				□No
d. What type of active safety program does the Area have?	d. What	type of active safety program does the Area have?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

_				
	(1) Is there a Defensive Rider Program?	☐ Yes	☐ No
	(2) Is there a sufficient number of CMTOs?	☐ Yes	□ No
	(3) What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐Yes	□No
		(a) Are mandatory exercises being conducted?	☐Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐Yes	□No
	e. Ar	e emergency radio repairs made at the office or at the radio shop?	V.O.	
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	☐ No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□ No
g	g. Istl	nere adequate space to park and/or store motorcycles?	☐ Yes	□No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□No
		(b) Are records of the approval on file?	☐ Yes	□No
h.	. Has appr	the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	☐ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐Yes	□No
	(2)	ls there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐ Yes	□No
	(4)	s a battery charger available?	Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

35		(5	Is there security and an accurate inventory kept?	☐ Yes	□ No
	i.	Wr	nat arrangements have been made for servicing and repairing motorcycles?		
		(1)	Is it satisfactory and cost effective?	Yes	□No
		(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	☐ No
		(3)	How is repair work verified?		
		(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	☐ No
			(a) Is a supervisor's permission required?	☐ Yes	□No
			(b) is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
		(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
		(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
			(a) How often is it used?		
			(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
	j.	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No
		(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☐ No
		(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
		(3)	Is service up-do-date?	☐ Yes	□No
	k.	Аге Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, thly Motorcycle Inspection List, completed as required?	☐Yes	□No
		(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	□No
		(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
	I. L	Jtiliz Area	ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

1. AREA ADMINISTRATION

1.a. The Facility fleet is provided by the Host Area, which in this case, is the San Gorgonio Pass Area (SGPA). The Facility Commander works closely with the Host Area Commander to ensure the balanced rotation of vehicles from the SGPA fleet to minimize extended mileage and excessive maintenance costs.

The Facility Commander in this instance does not review or approve invoices for the assigned fleet. This is accomplished by the Host Area and the assigned ASM for SGPA.

2. VEHICLE USE

- a. The Facility has a total of four "E" class vehicles assigned to it from the Host Area. One is assigned exclusively to the Division Explosives Detection Canine (EDC) Handler. Two are utilized for E/B and W/B Scale operations, and one vehicle is used for scale sign enforcement and sergeant use alternately.
- a.(2) The Host Area is responsible for providing the required information to calculate the vehicle allotment formula. However, the Facility's assigned uniformed strength is twenty-six (26) officers and the allotted amount of vehicles assigned from the Host Area falls within the established guidelines.
- b.(1) Uniformed personnel are directed to coordinate through the Host Area ASM for all repairs to the fleet. As a result, there are no tools provided for the performance of minor repairs to the vehicles.
- c. Facility fleet assets are not kept at employee's residences after shift with the exception of the Division EDC handler. His vehicle is made available for the quick deployment of the EDC canine at all times.
- d. The Facility only allows ride-alongs for authorized members of the Department as they are determined to be job critical.

SUMMARY:

Due to the specialized mission of commercial inspection facilities, much of the contents of this chapter do not apply to this facility. Many of the concepts and requirements of the chapter are fulfilled by the Host Area for this facility which is the San Gorgonio Pass Area.

R.A. Finale, Lieutenant

Commander

M.G. BROWN, #11184

Sergeant

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER		
San Gorgonio Pass	Border	655		
EVALUATED BY		DATE		
Sergeant Hal Bonilla, #13443		09/28/2009		

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE						
FOLLOW-UP REQUIRED Correction Report Yes No BY	COMMINDER'S REVIE	igary)	DATE	29.09			
1. AREA ADMINISTRATION	EVALUATED X	ACTION REQUIRED No	CORRECTE	D			
a. Is there a clear line of supervision and accountability for the Are	ea's fleet managem	nent?	✓ Yes	□No			
(1) Is the Area commander involved and informed?	(1) Is the Area commander involved and informed?						
(a) Does he/she monitor invoices?			✓ Yes	☐ No			
(2) Who is authorized to approve invoices? Refer to attached	l narrative						
b. What is the background experience of the Automotive Technicia	an (AT)? Refer to	attached narrative					
(1) Are sufficient instructions and training provided?			✓ Yes	□ No			
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No			
(3) Does he/she attend training on new model vehicles?			✓ Yes	[] No			
(4) Does the AT have good rapport with Area personnel and ve	endors?		✓ Yes	□No			
(5) Does the AT ensure vehicles are available at shift change?			✓ Yes	□ No			
(6) Does the AT periodically attend staff meetings?			☐ Yes	✓ No			
(7) Does the AT have ideas/suggestions for improving the prog	gram?		☐ Yes	□No			
c. How much maintenance work is being done by the AT? Refer t	o attached narrativ	re					
(1) Is he/she qualified to perform maintenance and minor repai	rs?		✓ Yes	□No			
(a) If these duties are not being performed, why not?							
d. What other duties or responsibilities are placed on the AT? Re	efer to attached nai	Tative					
2. VEHICLE USE	EVALUATED	ACTION REQUIRED	CORRECTED)			
a. How many "E" Class vehicles are assigned to the Area?							

FLEET MANAGEMENT

	(1)	Is there an unmarked patrol vehicle assigned for the comma	ander?		✓ Yes	□No
	(2)	If the number of vehicles assigned is in excess of the formula	a, what justification has	been made?		
b	Ar	e there procedures in place to ensure there are sufficient vehicle	cles available at the beg	ginning of each shift?	✓ Yes	□No
	(1)	Are officers allowed to perform minor corrections in order to	keep the vehicles on th	e road?	✓ Yes	□No
		(a) Is there a supply of tools and minor equipment available	∍?		✓ Yes	□No
C.	Wh	nat is the justification for any vehicle kept at employees homes	s after duty hours? Res	fer to attached narrative	:	
d.	W	no does the commander allow to ride in vehicles? Refer to at	tached narrative			
	(1)	Do supervisors use the CHP 428, Release and Waiver of Li	ability?		✓ Yes	□No
		(a) Is the CHP 428 kept for the appropriate period of time?			Yes	□No
3. S	ERV	ICE ARRANGEMENTS	EVALUATED X	ACTION REQUIRED No	CORRECTE	o e
a.	Wł	nat vendors are being used for servicing or repairing vehicles?		10.000		
	(1)	Are they authorized dealers?			✓ Yes	□No
	(2)	What process was used in selecting a service vendor? Re	fer to attached narrative	2		
	(3)	What are the hourly rates being charged? Refer to attache	d narrative			
		(a) Are discounts given on parts?			✓ Yes	□No
	(4)	Has the command shopped for the most cost effective vender	ors?		✓ Yes	□No
	(5)	Does the Area constantly change vendors, or work out problems.	ems in order to maintai	n good		
	(0)	long-term relationships?			Yes	☑ No
	(6)	Does the AT adhere to policy in HPM 11.2, Materials Manag			✓ Yes	□ No
b.		ehicle availability has been a problem, has Area experimented	· · · · · · · · · · · · · · · · · · ·	nance?	Yes	√ No
	(1)	What percentage of the fleet is needed on weekends? Refe	to attached narrative			
	(2)	Are there shortages of vehicles on Mondays?			☐ Yes	☑ No
_	(3)	If more than one AT, are their hours/days scheduled most ei	fectively?	11	Yes	✓ No
		(a) Is overtime needed for maximum enforcement periods?			Yes	√ No
Cı	Are	provisions adequate to ensure regular washing of vehicles?			✓ Yes	□No
	(1)	How are interiors cleaned?				

FLEET MANAGEMENT

-				
	(2)	Is the Area's vehicle washing procedure practical and economical?	✓ Yes	□No
		(a) Is excessive officer time used to wash vehicles?	☐ Yes	✓ No
-	(3) Is there more than one car wash facility available?			
	(4)	Are vehicles being excessively washed or detailed?	☐Yes	✓ No
	(5)	Does the Area have a maintenance worker or janitor wash cars?	Yes	✓ No
	(6)	Is there any other program that can be of assistance in washing cars?	Yes	□No
d	Но	w do officers report defective equipment? Refer to attached narrative		
	(1)	Who is authorized to declare a vehicle unsafe for patrol? Refer to attached narrative		
		(a) Who determines when a vehicle is safe after repair or checking of defects? Refer to attached narrative		
		(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□ No
		(c) Is this system effective?	✓ Yes	☐ No
		(d) How long are records kept? Refer to attached narrative		
		(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	No
4. N	IILEA	GE MANAGEMENT EVALUATED ACTION REQUIRED X No	CORRECTED)
а.	Do	es Area have a system to ensure equitable mileage accumulation on all vehicles?	✓ Yes	
	(1)	Are vehicles run out in the same order they are received?	✓ Yes	□No
	(2)	Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomplish this?	Yes	□No
b.	Hov	ware adjustments to mileage accomplished? Refer to attached narrative		
	(1)	Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	☐ No
	(2)	Does the AT understand what is required?	✓ Yes	☐ No
	(3)	Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□No
		(a) If so, how does it effect mileage averaging? Refer to attached narrative		
C	Hov	does the Area project run outs? Refer to attached narrative		
	- 27 24			
	(1)	Is FOS provided 30-45 days advance notice?	✓ Yes	No

FLEET MANAGEMENT

	(2) What has been the condition of vehicles returned to FOS? Refer to attached narrative		
	(3) Are the right equipment options completed?	✓ Ye	S No
5. A	AUTOMOTIVE WORK AREA/EQUIPMENT X	No CORRECT	TED
а	a. Is there adequate space and comfort in the AT office?	✓ Ye	s 🗌 No
	(1) Is the office arranged neatly, and are all bulletins and manuals current?	✓ Ye	S No
	(2) Does the AT maintain a service and flat rate manual?	✓ Yes	s 🔲 No
b,	Is the space for working on vehicles adequate?	✓ Ye:	s □ No
	(1) Is it clean and organized?	✓ Yes	No No
C.	Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	✓ Yes	No No
	(1) Is there an inventory?	✓ Yes	i No
	(a) When was it last checked?	☐ Yes	No No
	(2) Are the tools located where they can be easily accessed by the AT when working on vehic	les? 🗸 Yes	No No
	(a) Are they clean and properly maintained?	✓ Yes	No
	(b) Is there security for the tools when the AT is not present?	✓ Yes	□ No
	(c) Who has access to the tools?		No
d.	Does the AT have the equipment necessary to perform all required tasks?	✓ Yes	□No
	(1) If not, has it been budgeted for and/or ordered?	✓ Yes	□No
e.	e. Is the equipment neat, clean and in good repair?	✓ Yes	□No
	(1) Have replacements been planned and budgeted for?	✓ Yes	□No
f.	. Are there additional tools or items of equipment needed?	☐ Yes	✓ No
	(1) Could the AT be more effective if they were available?	Yes	□No
	(2) Can they and/or have they been requisitioned or requested?	Yes	□No
6. TI	IRES, PARTS AND SUPPLIES	No CORRECT	ED
a.	Is the space provided for parts and supplies adequate?	✓ Yes	□ No
	(1) If not, can more space be provided?	✓ Yes	□No
	(2) Is the space neatly and logically organized?	✓ Yes	□No
	(3) Is there adequate security?	✓ Yes	□No
	(4) Who has access to the parts/supplies? Refer to attached narrative		
	(5) Are batteries stored in a dry location, off the cement floor?	✓ Yes	□No
b	Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

С	Are reasonable numbers of parts/supplies stocked?	✓Yes	□No
	(1) Are there obsolete parts on hand?	☐ Yes	□No
d:	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	y Yes	□No
e.	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
	(a) Are records reviewed by management?	✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
	(a) How are tires stored? Refer to attached narrative		
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	☐ No
	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	□ No
	(6) Does it appear tires are being replaced prematurely?	Yes	✓ No
	(7) Are adequate records maintained for used tires?	✓ Yes	□No
	(a) Is the disposition of used tires within policy?	✓ Yes	□No
f.	How are old tires/batteries disposed of? Refer to attached narrative		
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	☐ No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	✓ No
	(3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	☐ No
g	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(1) Who conducted the count? Refer to attached narrative		
. Fl	JEL DISPENSING FACILITY EVALUATED ACTION REQUIRED NO	CORRECTED	,
a	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? Refer	to attached	narrativ

FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	☐ Yes	✓ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	☐ No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?		□No
(5) Is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	Yes	√ No
c. Is there an adequate amount of supplies available to officers?		□No
d. Who fuels the vehicles? Refer to attached narrative		
(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? Refer to attached narrative		
(3) Is gasoline measured before and after deliveries?	✓ Yes	☐ No
f. What method is used to log fuel and oil used in individual vehicles? Refer to attached narrative		
(1) Are records maintained as required?	✓ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Refer to attached narrative		
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
(1) When was the pump meter last checked for accuracy? Refer to attached narrative		
h. Is there a contract for fuel?	✓ Yes	□No
(1) How often is the fuel supply replenished? Refer to attached narrative		
(2) At what level is it refilled? Refer to attached narrative		
i.e How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	✓ Yes	□No
(2) Is it utilized by all personnel?	✓ Yes	□No

FLEET MANAGEMENT

. SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTED)
Does the Area conduct an inspection of the facility twice			✓ Yes	☐ No
(1) Are the AT's work areas inspected?	✓ Yes	□ No		
b. Are there possible unsafe conditions within the AT's wo	ork areas?		☐ Yes	✓ No
(1) Is the shop floor clean and free of any spills?			✓ Yes	☐ No
(2) Are electrical cords or hoses posing a hazard?			✓ Yes	☐ No
(3) Are fire extinguishers charged, inspected and of the	ne proper type?		✓ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	✓ No
(5) Are there loose items on the floor?			Yes	✓ No
(6) Is the bench grinder firmly affixed, and are there sa	afety glasses available?		✓ Yes	□No
(a) Are they worn by the AT?				☐ No
(7) Is the battery charger in a safe place?				□No
(8) Are masks available for AT's to wear when servicing	ng brakes?		✓ Yes	□No
(a) If yes, are they worn?		7-17-2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	✓ Yes	☐ No
(9) Are jack stands properly utilized?			✓ Yes	□ No
(1) Have any injuries been prevented with an improve	d safety awareness progran	1?	✓ Yes	□ No
VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED No	CORRECTED)
a. Are fleet records logically filed?			✓ Yes	☐ No
(1) Are they conveniently located and available to the	AT and supervisor?		✓ Yes	□No
(2) Do files contain all required documents?			✓ Yes	□No
(a) If documents are not in files, where are they lo	ocated? Refer to attached i	narrative		
b. Do the Fleet Focus (FF) documents comply with the ins	structions in HPM 31,1, Flee	et Operations Manual?	✓ Yes	□No
(1) Are documents legible and complete?		H =	✓ Yes	□ No
(2) Who reviews the FF reports? Refer to attached n	arrative			
(3) How is the information used in Area's fleet adminis		narrative		
c. Is the CHP 424 current?			✓ Yes	□No
(1) Does the CHP 424 reveal any unusual repair patte	rns or duplicate services?		☐ Yes	✓ No

FLEET MANAGEMENT

	(2) Have required services been done at the proper mileage?		PRINCE OF A STATE OF THE STATE	✓ Yes	□No
d	Is the Area using the most effective and economical method of	repairing/maintaining	g the fleet?	✓ Yes	□ No
	(1) Are hourly rates in line with prevailing rates?	✓ Yes	□No		
	(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	☐ No
	(3) Is work being done by vendors that should be done by the	AT?		Yes	✓ No
	(4) Are there any warranty problems?	Yes	✓ No		
	(a) If so, are they being resolved?	Yes	□No		
	(5) Is the credit card being used in lieu of an invoice?				☑ No
	(6) Does the commander or his/her designee review and/or app	prove invoices?		✓ Yes	□No
	(a) If so, is there a threshold limit, and how is the approval	indicated on the inve	pice? Refer to attached n	arrative	
e.	Do invoices indicate parts are being supplied by the CHP?			✓ Yes	□No
	(1) If parts are on invoices, does the vendor give a discount?			✓ Yes	□No
f.	Are fleet operations bulletins maintained and accessible to the A	T?		✓ Yes	□No
10.	CONDITION OF THE FLEET	EVALUATED	ACTION REQUIRED No	CORRECTED	
a,	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns of	or problems identified?	Yes	✓ No
	(1) Have any unauthorized modifications been made on vehicle	es?		Yes	☑ No
11.	MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED N/A	CORRECTED	
а.	Is the Area commander involved and kept informed of motorcycl	le deployment, need	ds, problems, etc.?	Yes	□No
	(1) Are the program objectives clearly understood by the comma	ander and superviso	ors?	Yes	☐ No
	(2) Does the Area have an up-to-date SOP relating to motorcyc	cle operations?		Yes	□No
b.	Are motorcycles being deployed in conformance with departmen	ntal policy and Fleet	Operations Bulletins?	Yes	□No
	(1) Are motorcycles being used on beats with predominantly high	gh speed problems?	>	[] Yes	☐ No
	(2) Are motorcycles used for special duty officer transportation?	?		☐ Yes	□No
	(3) Are motorcycles parked at the Area office during vacations	and extended days	off?	☐ Yes	□No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed tog	gether?		Yes	□No
	(1) What system is in place to verify understanding and complia	ance?			
	(2) Are Bulletins discussed with riders?			Yes	□No

FLEET MANAGEMENT

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	(1)	Is there a Defensive Rider Program?	Yes	□No
	(2)	Is there a sufficient number of CMTOs?	Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
e	e. Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	Yes	□No
	(2)	Is the repair person proficient?	Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	☐ No
g	ls t	nere adequate space to park and/or store motorcycles?	Yes	☐ No
	(1)	Is safety compromised?	Yes	☐ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	Yes	□No
		(a) Has it been inspected and approved?	Yes	□No
		(b) Are records of the approval on file?	Yes	□No
h	Has app	the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	☐ No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	Yes	□No
	(4)	ls a battery charger available?	Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?		-/:
-				
	(1)	Is it satisfactory and cost effective?	Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□ No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	☐ No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are	vehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3)	Is service up-do-date?	Yes	□No
k.	Are Mor	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	Yes	□No
I,	Utiliz Area	ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	□No

SAN GORGONIO PASS AREA - 655

CHAPTER 6 INSPECTION

Fleet Management

- 1.a.2 The Area commander is directly involved with the process of fleet management and routinely reviews related invoices and purchase requisitions. The Area commander, Captain Ron Jones and Administrative Sergeant Dave Waters are responsible for approval and authorizing all invoices.
- 1.b.(1-7) The Area's Auto Technician (AT), Ron Torres is well-informed and qualified to perform his duties. He regularly receives training (most recently in August 2009 at Border Division) in regards to newer model vehicles and changes from previous models. The AT has been in his current position for the past six years and has built a very good relationship with Area personnel, as well as the local vendors. The AT is normally on-duty for the morning shift change and at the end of his assigned shift, thus ensuring there are sufficient vehicles to deploy for the Second Shift.

The AT does not routinely attend staff meetings. Fleet related issues are normally addressed with the Administrative Sergeant, Dave Waters.

Action Item: In the future the AT will be scheduled to attend at least one staff meeting during the year to discuss or address any issues with Area management. The AT's attendance will be documented on the staff meeting minutes.

- 1.c. The Area's AT performs approximately ninety percent of all regularly scheduled maintenance work including but not limited to oil changes, transmission services, brake pad replacement, tires and electrical repairs. Additionally, the AT is qualified to perform minor radio related repairs which minimize the use of the Department's Radio Technicians. The AT also completes the majority of minor repairs and relies on local dealerships for warranty work or work requiring major repairs. Currently, the AT does not have any assigned collateral duties.
- 2.a.(1-2) The Area currently has sixteen Class "E" enforcement vehicles, three SMPV vehicle, three canine vehicles, two specialty all terrain vehicles, two MRE trucks, one Motor Carrier van and two unmarked commander's vehicles. The number of vehicles assigned to the Area meets the minimum justification for the number of officers assigned.

- 2.b.(1) The AT is normally on duty for the morning shift change and at the end of his shift to ensure there are sufficient vehicles to deploy during the second shift.
- 2.b.(1).(a) Officers are allowed to make minor repairs to vehicles, i.e.; changing light bulbs, tightening spot lights or changing tires on weekends and after hours to ensure the maximum number of vehicles are available.
- 2.c Departmental policy allows for the home storage of nine vehicles assigned to the Area which are three canine vehicles, three resident post vehicles, one Motor Carrier vehicle and the Commander's vehicle. With the exception of the aforementioned vehicles, no other vehicles are authorized for home storage after duty hours.
- It is the current policy of the Area to only allow Senior Volunteers actively involved in assigned duties, perspective cadet candidates currently in the hiring process and other ride-alongs authorized by the commander to ride in Class "E" enforcement vehicles. A CHP 428 is completed and retained in the clerical office for all ride-alongs.
- 3.a.(1-6) Area utilizes two authorized dealerships (Ramsey Street Repairs & Gosch Auto Repairs) and two local body shops (Lee's Auto Shop & Class Act Auto Body) for major repairs of the fleet. Over the last six years, the AT has built good working relationships with the aforementioned establishments and is generally charged an hourly rate of \$59.00 or below. The AT is knowledgeable and closely adheres to polices set forth in MPM 11.2 regarding the purchasing of parts. Additionally, the AT routinely bargains with the Area's vendors to ensure he receives the maximum discounts on parts as well as labor.
- 3.b The Area normally requires seventy-five percent of the fleet be available during weekends. Area has not experienced a problem with vehicle availability at any time during this week.
- 3.c.(1-6) The Area utilizes two separate car washes (Highland Springs Carwash & Hemet Carwash) for exterior washing and maintenance of the interior of the patrol vehicles. The car washes are strategically located in the Area to ensure minimum officer time is utilized in the process.

- 3.d.(1).a- The Area uses a "BO" Sheet for the purpose of documenting vehicle defects of all types. Officers will indicate on the "BO" sheet if the vehicle is unsafe to operate or can been driven until minor repairs can be made. The AT reviews the sheet at the beginning of his shift then arranges or makes the necessary repairs. The AT then determines if the vehicle is properly repaired and is safe to return to service. This system works well to ensure all deficiencies are addressed in a timely manner and to identify potentially unsafe vehicles are not driven.
- 3.d.(1)e The Area SOP requires that all vehicles involved in pursuits be immediately put out of service until a full safety inspection is can be conducted by the AT. The shift sergeant advises the AT via e-mail or a sergeant's log entry as well as the "BO" sheet indicating a vehicle has been involved in a pursuit.
- 4.a-b The AT closely monitors (using the Veeder-Root Monitor System) the fleets' mileage to ensure that vehicles maintain an equitable mileage accumulation and reach the projected 100,000 mile limit within a three year period. Vehicles with higher than anticipated miles are exchanged with vehicles at the Desert Hills Inspection Facility (Scales) to ensure effective mileage averaging and to eliminate the possibility that numerous vehicles do not run out at the same time.
- 4.c The AT provides Fleet Operations Section (FOS) with 45 days advance notice of a vehicle run-out as the respective vehicle reaches approximately 96,000 miles. This allows sufficient time to ensure that necessary repairs are completed before returning the vehicle to FOS. Prior to being returned, all Area vehicles are required a full inspection to ensure the vehicle is in good condition and properly equipped.
- 5.a The AT keeps his office in a tidy organized condition and has adequate room for current reference manuals, technical orders and bulletins.
- The Area has a modern two bay work area with more than adequate space for performing work on the fleet. The bays are kept in flawless condition and free of clutter. The bay floors have been sealed with an epoxy coating and are kept clean of vehicle fluids.

- 5.c-f The AT maintains a minimum of the tool inventory listed in HPM 31.1, Chapter 6. The tools are accessible to the AT when he is working on vehicles with tools being inventoried annually. During this interview, the AT indicated he has a sufficient supply of tools to perform required tasks and isn't in need of additional equipment. The auto bays, as well as the AT's office are secured at the end of each work shift. The AT and supervisors are the only employees with keys to the area.
- 6.a.(1-5) The majority of the parts and supplies are located upon shelves within the AT's area. There is adequate space on the shelves and the parts are neatly arranged and logically organized. Access to the area is limited to the AT and Area supervisors. The AT does not maintain a supply of vehicle batteries at the Area. Batteries are obtained and installed as needed, eliminating the need for storage or potential release of hazardous materials.
- 6.b-d The AT uses the Fleet Focus (FF) Program to mange his automotive parts and supplies as well as the tire inventory which allows him to maintain a reasonable number of replacement parts on-hand. Parts like water-pumps, air-conditioning condensers, starters, alternators, etc are provided to the particular vendor for installation as necessary.
- The tire inventory is monitored using the FF, as well as physical inventories. Tire requisitions through Purchasing Services Unit are submitted as needed. The tire inventory is stored in a secured out-building with the AT and Administrative Sergeant having the only access to the keys. The AT sends out the CHP 265 (Sale of Discarded Tires/Junk Batteries/Used Rotors) to all perspective bidders. The contract is then given to the highest bidder who has a current permit and is qualified for their removal.
- Area completes an inventory of all parts every two months as documented on the inventory sheet located on the clipboard in the AT's office. The inventory is conducted by the AT who is may be assisted by a Senior Volunteer.
- 7.a.(1-2) The fleet is normally fueled at the gas pumps located at the Area. Only under emergencies circumstances are the Voyager Credit cards used to fuel the units. Briefing items, as well the Area SOP address the need to only fuel at Area and under no circumstances are full service stations to be used.

- 7.b.(1-8) The fuel island is clean, organized and properly stocked. The fuel dispensers are maintained in good condition and are equipped with break-away couplers. The "Emergency Shut off Valve" is located on the exterior of the southwest out-building and is clearly visible from the fuel island. A fully charged fire extinguisher is mounted to the support pole located in the center of the island.
- 7.d Individual officers are responsible for fueling their assigned vehicles, checking the vital fluids, cleaning the vehicle's windshield at the end of each shift and proper documentation of the CHP 33.
- The Area's underground storage tanks are tested for leaks on a monthly basis and the meters are calibrated annually. The Area is equipped with an electronic key pad system that provides meter security as well as monitoring the amount of fuel being dispensed. The system will not activate unless the proper code is entered. Additionally, the system (Veeder-Root Monitor System) maintains an on-going record of individual fuel usage for each vehicle. When fuel levels in the tank reach 1,500 gallons or less, the AT will place an order for additional fuel with the contracted distributor. The AT physically measures the level of the tank before and after each delivery to ensure accuracy.
- 8.a The Area's Occupational Safety Supervisor conducts an inspection of the facility, including the AT's work area and office on a semi-annual basis. The findings are documented on a CHP 113(a) which are kept in file. A review of the past CHP 113's indicated no safety issues were observed in the vehicle bays or AT's office.
- 8.b (1-9) A physical inspection of the AT's work was conducted. The area was found to be neat, organized and in excellent condition. The floors are kept free of vehicle leaks and no safety concerns were noted. The vehicle bay contains a fully charged fire extinguisher which in mounted to the wall in plain view just outside the bay area. Masks and safety glasses were accessible and are being used routinely.

One of the two auto bays is equipped with an electric vehicle hoist which was tested and found to be good working condition.

The AT has been in his current position for approximately six years. During this time he has not sustained a work related injury. The AT prides himself on his safety record and understands the importance of maintaining a safe work environment.

- An inspection of the fleet records indicate they are logically filed by highest mileage to lowest mileage in a filing cabinet located adjacent to the AT's desk. A review of the individual vehicle files revealed they are current and complete.
- 9.b A review of the FF document indicates they comply with the procedures contained in HPM 31.1. The reports were legible and complete and are reviewed by the Administrative Sergeant on a quarterly basis.
- 9.c A current CHP 424 was reviewed and did not reveal any unusual repair patterns or duplicate services and that required service was conducted at proper mileage intervals.
- 9.d The AT's work efforts are extremely diligent using the most effective and economical method of repairing the Area's fleet. The AT conducts the majority of vehicle repairs and only utilizes local vendors to complete major repairs or repairs covered under warranty. The AT is aware purchasing vehicle parts with the Area credit card is strictly prohibited.
- 9.e When parts are supplied by the Area for needed repairs they are documented on the invoice (using Fleet Focus Program) and appropriately discounted from the total amount of the repairs.
- 9.f The AT maintains several binders in his office which contain fleet operation bulletins over the past several years.
- 10 a(1) A review of the last sixth months of CHP 33E's indicate discrepancies regarding the condition of the trucks and related equipment. Recently, the AT in conjunction with the Area's Maintenance Worker inspected and corrected these discrepancies. No unauthorized modifications to the vehicles within the Area's fleet were noted by the inspector or by the AT.